

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: 08/26/2019

REAL PROPERTY RECORDER I

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has the primary responsibility for activities regarding instruments presented for recording and processes property transfer information described in real property legal documents, researches filed records, initiates revisions, updates history files and performs duties related to document processing. The incumbent also assists the public when required. This position requires independent judgement, initiative, and accuracy. Work is performed under the general supervision of a higher-level supervisor. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interprets legal terminology for staff and others when a document is questioned;
Determines appropriate processing methods by reviewing legal documents;
Insures that public is served when they request information or assistance;
Makes decisions within the framework of contracts and civil service requirements;
Plans, assigns and review assignments;
Interprets new laws and amendments that affect the work;
Controls unit supplies;
Operates computers, printers and other unit equipment;
Researches records concerning ownership discrepancies;
Answers telephone inquiries regarding property ownership and location;
Works with assessors and others pertaining to tax maps, tax map information, and NYS
RP-5217 and other parcel information, or ownership & title implications;
May verify descriptions of tax map parcel and coordinate tax map parcel numbers;
May interact and provide other departments with property information;
May research parcel history including descriptions and boundaries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of legal instruments related to recorded real property transactions, such as deeds, mortgages, assignments, releases, satisfactions, etc.; good knowledge of geographical and political subdivisions with Oneida County; working knowledge of computers, printers and other equipment; ability to interpret documents, extract relevant data and recognize inaccuracies; ability to establish and maintain effective working relations with co-workers, supervisors and the public; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Computer Information Systems, Economics, Finance, Business Management, Business Administration, Marketing, Interdisciplinary Studies (business concentration) or related field **OR**

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MINIMUM QUALIFICATIONS (cont'd):

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Computer Information Systems, Economics, Finance, Business Management, Business Administration, Marketing, Interdisciplinary Studies (business concentration) or related field **AND** two (2) years of office experience that required the use of a computer system, auditing and/or researching documents, records, or accounts, and contact with other employees or customers; **OR**

- (C) Graduation from high school or possession of a New York State high school equivalency diploma **AND** four (4) years of office experience that required the use of a computer system, auditing and/or researching documents, records, or accounts, and contact with other employees or customers

NOTE: Verifiable full or part-time experience as described above will be pro-rated toward meeting full-time experience requirements.