

Minimum Qualification Specifications
forLAND COURT DOCUMENT RECEIVING CLERK I & II**Education Requirement**

Graduation from high school. Work experience requiring the ability to read, comprehend and apply written and oral directions or a high degree of verbal skill may be substituted for education on a year-for-year basis.

Experience Requirements

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the types described below and in the amounts indicated in the following table:

Title	Class	General Experience	Specialized Experience	Total Experience
Land Court Document Receiving Clerk I		1	3	4
Land Court Document Receiving Clerk II		1	5*	6

General Experience: Responsible office work experience which has demonstrated that the applicant possesses knowledge of general office practice and procedures, and has the ability to deal satisfactorily with others.

Specialized Experience: Responsible experience in checking and reviewing legal documents pertaining to land transactions which demonstrate that the applicant has acquired sufficient knowledge of the terminology, principles, laws, rules and regulations applicable to registration of property.

*Supervisory Aptitude: Applicants for the Land Court Document Receiving Clerk II level must demonstrate possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which he is being considered.

Substitutions Allowed

1. Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.
2. Training at an accredited law school may be substituted for Specialized Experience on a year-for-year basis.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the specific training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the LAND COURT DOCUMENT RECEIVING CLERK I & II, approved on February 11, 1972.

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