

## ASSISTANT DEPUTY COUNTY CLERK (LEGAL AND LAND RECORDS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position assists in the daily activities of the Legal and/or Land Records Division within the Office of the County Clerk. Responsibilities involve coordinating and planning unit workflow, supervising and participating in the examination of legal and/or real property documents, and responding to customer inquiries in person, by telephone or by mail. Supervision is exercised over clerical support personnel involved in the examination, filing and recording of various legal and real property documents. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the examination and processing of all legal and/or real property documents filed or recorded by the public, by mail or in person;

Oversees work performed at walk-in counters, and assists in accepting and examining documents as needed; responds to customer inquiries which may be complex in nature;

Researches and prepares informal memoranda for the County Clerk relating to the County Clerk's duties;

Implements and coordinates administrative and operational procedures to ensure the smooth and effective operation of the division;

Calculates and collects applicable fees and taxes;

Trains new employees and supervises staff in the division by planning workflow and evaluating work;

Assists the public by explaining procedural requirements as set forth by New York State law relating to the filing or recording of documents;

Enters judgments as "Clerk of the Court";

Maintains liaison with the court and parties thereof as to the content of court orders and judgments, and contacts the County Attorney's Office and/or the Attorney General's Office as necessary;

May participate in planning to modify, revise or improve existing processes and procedures for examining and processing legal and/or real property documents;

May research new technologies and conduct special studies on behalf of management staff to determine new methods that will improve efficiencies of operations in the Legal and/or Land Records division;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of legal and real property terminology, practices and procedures; good knowledge of the principles involved in the filing and recording of legal documents and documents related to real property; good knowledge of legal records management; good knowledge of modern office procedures and equipment; ability to establish and maintain effective relationships with the general public, as well as officers of the court; ability to plan, coordinate and supervise the work of subordinates; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to communicate effectively, both orally and in writing; sound judgment; discretion; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of experience where the primary function of the position was processing or preparing legal and/or land record documents.

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for up to four years of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.