

ASSISTANT TO THE COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Clerk, the incumbent of this position assists in the administration of the Land Records, Legal, Naturalization & Passports, and Records Center Divisions of the Office of the County Clerk. The incumbent must possess the trust and confidence of the County Clerk as well as the personal commitment to pursue assignments consistent with the direction established by the County Clerk. Work involves coordinating assigned functions involving issues affecting multiple divisions. Responsibilities include, but are not limited to, assisting the Deputy County Clerks serving the various divisions; coordinating records for the County and Supreme Courts; and coordinating administrative details related to functions in the County Clerk's Office. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the County Clerk in the issuance of business and notary licenses, hunting and fishing licenses, pistol permits, certificates of naturalization, and examination of passport applications;

Assists the County Clerk in the examination, recording, indexing, and filing of legal and land records and documents; and the collection of all fees as required by law;

Coordinates for the County Clerk the administrative details in support of the Supreme & County Courts in accordance with County Law Section 525 including the maintenance of all books, files, records, documents, maps, papers in action, judgments, and lien dockets as mandated by law;

Works with the Department of Information Technology in the advancement of departmental automation and information systems, in keeping with the goals and objectives of the County Clerk;

Assists the County Clerk in working with management personnel to insure that their divisions are meeting departmental goals and objectives and within budgeted cost.

Prepares detailed reports of the activities of the various divisions of the County Clerk's Office in accordance with mandated requirements;

Attends meetings, conferences, etc.;

Coordinates activities of the County Clerk's Office with other Departments within the County Government;

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

Performs any additional duties and responsibilities as may be directed by the County Clerk.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the laws, rules, and regulations governing the various division of the County Clerk's Office; thorough knowledge of business administration; ability to prepare concise written reports; ability to use tact and good judgment in dealing effectively with the general public and County officials, both in person and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to use automated systems such as spreadsheet, word processing, calendar, email and database software; ability to understand, communicate a physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and seven years of managerial experience, four years of which must have been in a supervisory capacity related to the examination and recording of legal instruments or related to the inspection of registrations and licenses.

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