

CHIEF DEPUTY COUNTY CLERK (LEGAL AND LAND RECORDS)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for the direct supervision of all units within the Legal and Land Records Divisions of the Office of the County Clerk. Considerable latitude is given for the exercise of independent judgment as this position assumes a large degree of responsibility in the absence of the Assistant to the County Clerk and/or County Clerk. Supervision is exercised over professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and administers the activities of all units within the Legal and Land Records Divisions of the County Clerk's Office by hiring and providing training to personnel, evaluating performance and ensuring the most efficient services to the public;

Supervises the receiving, examining and recording of legal documents to ensure that established policies and procedures are carried out in a compliant, efficient and consistent manner;

Reviews and monitors the handling of complex Real Property related documents to make any necessary comments regarding document requirements or to make suggestions for required actions;

Monitors the computation and the recording of fees for legal documents relative to real property to ensure consistency as well as to ensure the integrity of the operation;

Assists in budget preparation for assigned divisions;

Supervises and monitors inventory control for all Divisions of the Office of the County Clerk;

Maintains contact with service representatives and vendors regarding reprographics for both hard copy and microfiche documents;

Maintains responsibility for the security of all legal and land record files by ensuring appropriate procedural and security measures;

Supervises and monitors the storage, maintenance, retrieval and disposal of legal and land record documents;

Supervises and monitors the staffing of personnel assigned to duties associated with automated office systems to ensure that work is completed in a timely fashion;

Responds to or supervises the response to inquiries from the public and the legal community regarding the application of departmental policies and procedures, indexing and computing of fees;

Represents the Assistant to the County Clerk and/or County Clerk as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of office administration; thorough knowledge of the principles and practices involved in the recording of legal documents pertaining to real estate; good knowledge of New York State real estate and real property laws; ability to supervise and coordinate the activities of professional and clerical staff; ability to supervise the collection of fees to maintain appropriate records; ability to prepare a budget; ability to establish and maintain effective working relationships; initiative; integrity; tact; good judgment; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and either (a) Bachelor's Degree* in Public Administration, Business Administration or a closely related field and five years of administrative experience, two years of which must have been in a supervisory capacity in the recording of legal documents pertaining to real estate; or (b) nine years of administrative experience including four years of the specialized supervisory experience as described in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

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