

## DEPUTY COUNTY CLERK (GENERAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for directing the work activities of a division of the Office of County Clerk. An incumbent of this class appointed by the County Clerk is empowered to act generally for and on behalf of their principal in fulfilling responsibilities. This class directs, with the assistance of departmental managers, a substantial number of employees in the Land Records, Legal, Systems Technology, or Licensing Division of the Office of the County Clerk. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

#### General Administrative Functions:

Confers regularly with County Clerk on policy matters and administrative issues and/or problems;

Confers with attorneys and the public on technical, procedural, and informational matters;

Directs the proper maintenance and security of all legal and land record files by monitoring their appropriate filing, retrieval and storage; maintains contact with appropriate vendors of security systems as necessary;

Monitors division workflow and meets with higher-level management to discuss divisional staffing as needed;

Monitors the maintenance and recording of collected fees to ensure that established accounting control procedures are in place;

Supervises the requisition of supplies and ensures appropriate cost control measures;

Prepares divisional budget requests;

Administers oath of office to elected and appointed county officials;

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

#### When Assigned to the Legal Division:

Directs the examination and acceptance of all legal documents for filing, recording or submission pursuant to applicable provision of New York State Laws;

Oversees the computerized liberating and indexing of all judgments, liens and legal records to ensure that established guidelines and procedures are followed and are in accordance with standards agreed upon with the Department of Information Technology;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Monitors the receiving, filing and retrieval of all legal documents for County officials and the public to analyze systems to ensure methods are the most effective; prepares status reports detailing monthly activity and makes recommendations for changes in procedure as needed;

Reviews division procedures and policies relating to the filing and entering of judgments, liens and legal records with higher-level management to ensure that established guidelines and procedures are still effective;

When Assigned to the Land Records Division:

Oversees the proper maintenance, filing, computerization, retrieval and storage of all real property related documents;

Monitors the computerized imaging program to ensure that established procedures are maintained as well as ensuring that both hard copies and soft copies of real property documents are available for public access; keeps abreast of changes in the field of real estate and in the field of technology;

Monitors the production of all developed microfilm images of all real property documents to ensure quality control standards; makes recommendations for changes in procedures as necessary;

Maintains liaison with land title companies, title searchers, attorneys and the general public on a daily basis to respond to inquiries and/or to explain procedures;

When Assigned to Systems and Technology:

Supervises the development and implementation of computer based information systems for the Offices of the County Clerk;

Reviews and participates in conducting detailed analysis and systems surveys of various County Clerk operations for the purpose of evaluating and applying the most efficient information technology resources;

Acts as liaison between the office of the County Clerk and the Department of Information Technology regarding the development, implementation, and progress of computer based information systems;

Conducts briefing and training sessions to acquaint management personnel within the Office of the County Clerk with existing or new proposed automated systems;

When Assigned to the Licensing Division:

Directs the staff in maintaining complete and accurate records regarding testing results and license status in compliance with all laws and regulations; acts as liaison to the Board of Plumbing Examiners and the Electrical Licensing Board;

Resolves matters pertaining to naturalization and citizenship in accordance with Federal laws; supervises the naturalization ceremony to assure validity and integrity;

Directs the issuance of hunting and fishing licenses as allowed by New York State law and keeps current on changes to the laws;

Monitors the applications for pistol licenses including any amendment, revocation or surrender of a license in accordance with all applicable laws and regulations;

Supervises the staff in the processing of passports, stays up to date on changes to Federal laws governing the requirements for obtaining a passport.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of modern office administration; thorough knowledge of the principles involved in the recording of legal documents; good knowledge of applicable New York State laws and regulations; ability to direct the work of a large clerical staff; ability to supervise the collection of fees and to maintain appropriate records; ability to prepare a budget; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to get along well with others; initiative; tact; good judgment; physical condition commensurate with the demands of the job.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) a Bachelor's Degree\* 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 in a supervisory capacity in the area indicated in (a); or (c) a satisfactory equivalent combination of training and experience including four years of supervisory experience.

\*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 Department of Education as a post-secondary, degree-granting institution.

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J.C.: Exempt†  
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Job Class Code: E0819  
Job Group: XIV