

DEPUTY COUNTY CLERK (LEGAL)

GENERAL STATEMENT OF DUTIES: Supervises the overall operation of the Legal Division of the County Clerk's Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the First Deputy County Clerk, an incumbent of this position supervises the examination, acceptance, filing and recording of legal documents for the County and Supreme Court; supervises Assistant Deputy County Clerks and clerical personnel involved in the daily activities of the Division.

EXAMPLES OF WORK: (Illustrative Only)

Supervises Assistant Deputy County Clerks, cashiers, examiners and clerks;

Assists Second Deputy County Clerk;

Examines and processes all legal documents as they are filed by the public either in person or by mail;

Does legal research and prepares informal legal memoranda of law for County Clerk related to County Clerk's duties in his office;

Assists at window when work at counter demands it;

Assists Second Deputy County Clerk and supervises clerks in the Legal Division;

Assists public in the interpretation of the NY procedural law as it relates to documents and their filing in the legal division;

Oversees the entering and enters judgments as "clerk of the court";

Acts as the liaison between the legal division and the judges or law secretaries as to the content of court orders and judgments, and acts as liaison between the County Clerk's Office and the County Attorney's Office and Attorney General's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with court procedures and policies and legal terminology; good knowledge of modern office procedures and equipment; ability to deal with the public effectively; ability to assign work, to train and to supervise clerical employees; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a high school or equivalency diploma and six years of experience in processing or preparing legal documents; or (b) a Bachelor's Degree* and two years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and 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 Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Exempt†
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Job Class Code: E0507
Job Group: XI