

## PROGRAM COORDINATOR (COUNTY CLERK-COURT RELATED FUNCTIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position acts for and on behalf of the County Clerk as "Clerk of the Court" by monitoring and managing the receipt and collection of all court related judgments. The incumbent supervises and monitors the activities of the Legal Division of the Office of the County Clerk by managing and supervising the computerized liberating and indexing of all judgments, liens and legal records. In addition, this position supervises the activities of the Licensing Division, which issues pistol permits, notaries, naturalization and passports, etc., and collects associated fees. Supervision is exercised over subordinate professional and clerical staff; does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the County Clerk as "Clerk of the Court" by overseeing the examination and acceptance of all legal documents for filing, recording or submission pursuant to applicable provisions of New York State procedural law;

Manages the computerized liberating and indexing of all judgments, liens and legal records by ensuring that established guidelines and procedures are followed;

Prepares the budget for the Legal Division;

Oversees the receiving, filing and retrieval of all legal documents for County officials and the public;

Acts as liaison between the Legal Division and the courts as to the content of court orders to ensure that all legal documentation is present;

Manages the filing, retrieval and storage of legal documents and ensures the proper maintenance and security of all legal files;

Responds to inquiries regarding division procedure and policies relating to the filing and entering of judgments, liens and legal records;

Coordinates and schedules divisional staffing to ensure adequate coverage at information counters during employee absences or vacations;

Supervises staff in the Licensing Division, ensuring that issuance of pistol permits, passports, notaries, etc. are in keeping with established policies and procedures;

Maintains responsibility for the maintenance and record keeping of all court related and licensing related fees;

Supervises the use of automated office systems; aids in the development and implementation of new computer programs;

Prepares and submits written reports to the County Clerk regarding divisional operations;

Attends meetings and conferences on behalf of the County Clerk.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of New York State Civil and Criminal Procedural Law; Thorough knowledge of administrative principles and procedures as they relate to office management; thorough knowledge of legal records management; knowledge of governmental administrative practices relating to organization, policies, budgeting, personnel management, financial and inventory procedures; ability to plan and supervise the work of subordinates; ability to communicate effectively, both orally and in writing; ability demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* and either (a) Master's Degree\* in Public Administration or Business Administration and four years of experience administratively supervising the processing and management of legal documents and records; or (b) six years of 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 recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.