

SECOND DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting the Executive Deputy County Clerk in the development of programmatic and procedural guidelines for a division of the Office of the County Clerk, such as the Licensing or Passports/Naturalization division. Responsibilities include keeping abreast of changes in relevant laws, rules, regulations and guidelines, ensuring compliance to applicable regulations, and developing reporting guidelines. Work also involves developing public information materials, amending forms and information brochures to enhance operations, and leading Assistant Deputy County Clerks in the coordination of division workflow. This class is distinguished from the Assistant Deputy County Clerk by a greater degree of participation in division operations, independence of action, and in leading and guiding Assistant Deputy County Clerks as required. Supervision is exercised over subordinate support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Works with the Executive Deputy County Clerk in developing programmatic and procedural guidelines relating to the assigned division, i.e. issuance of County licenses to various trade workers (electricians, plumbers, etc); or the processing of documents pertaining to naturalization, immigration and in the execution of passports;

Monitors operations to determine efficiency of division workflow; makes recommendations for changes in procedures as needed;

Prepares reports and memoranda relating to division operations for submission to the Executive Deputy County Clerk;

Ensures division compliance with various laws, rules, regulations and mandatory reporting requirements;

Oversees the maintenance of both automated and manual records and ensures that regulatory reporting to the appropriate local, state and/or federal agencies is efficiently achieved;

Oversees divisional administrative/support functions to ensure smooth and effective operations;

Works with the Executive Deputy County Clerk on methods of keeping the public informed of the provisions of the law and division procedures; develops detailed information materials for dissemination to the public;

Investigates and resolves consumer and business owner complaints and issues relating to trades licensing, naturalization, pistol permits, etc.

Responds to the more complex technical, procedural and informational inquiries related to areas such as licensing, certification, naturalization, immigration, or passports;

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

May oversee and participate in the preparation, review and filing of documentation for citizenship;

May refer to Federal law and related opinions to interpret naturalization laws on the status of citizenship in response to inquiries from attorneys and the general public;

May interpret rules and regulations adopted by the appropriate Board of Examiners to assist the Assistant Deputy County Clerk(s) in developing responses to inquiries regarding licensing and certifications;

May oversee the implementation of actions taken by the appropriate Board of Examiners relating to the notification of applicants as well as the issuance/suspension/revocation of licenses and certifications;

May work with insurance carriers and bonding agencies on issues relating to applicant documentation;

May perform on-site inspections of electricians and plumbers to check for proper licensing of individuals on work site and that all licensing rules are followed; prepares reports on same for submission to the appropriate Board of Examiners;

Attends meetings, conferences and seminars as required;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the processes and procedures involved in ensuring the accuracy and completeness of legal documents; good knowledge of administrative and legal procedures, processes and terminology as they relate to office management and the courts; ability to establish and maintain cordial and effective relationships with County and local officials; ability to communicate effectively, both orally and in writing; ability to present reports and present clear, factual information; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to deal effectively with the public; good judgment; tact; thoroughness; initiative; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of administrative or supervisory experience which included or was supplemented by either: (a) two years of experience where the primary function of the position was processing legal documents, including naturalization papers, pistol permits, passports, land records, etc.; or (b) two years of experience where the primary function of the position was to ensure compliance with regulatory requirements.

SUBSTITUTIONS: Satisfactory completion of 30 credits* at a recognized college or university may be substituted on a year for year basis for up to four years of the general administrative or supervisory experience, but there is no substitution for the two years of experience where the primary function of the position was the processing of legal documents, including naturalization papers, pistol permits, passports, land records, etc., or ensuring compliance with regulatory requirements.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.