

STAFF ASSISTANT (LICENSING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting in the coordination, processing and disposition of the licensing of legal documents relating to County, State and Federal government agencies. Work includes receiving, screening, processing and filing legal documents which require licensing, and providing guidance and instruction to subordinates in the operation of office machines and equipment used in daily operations. Supervision may be exercised over a small number of clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives, examines and records legal documents for the purpose of licensing to ensure accuracy and uniform procedures;

Computes fees for all licenses (Notaries, DBA's, Pistol Permits, etc.), maintains appropriate records of transactions, and maintains ledgers for accounting purposes;

Responds both verbally and in writing to routine inquiries regarding licensing procedures, and routes more complex issues to supervisor for direction or resolution;

Assists in the development and implementation of computer programs to facilitate the maintenance and management of licensing documents;

Supervises clerical staff by evaluating performance, coordinating clerical work, and scheduling vacation time to ensure adequate staffing levels;

Ensures compliance with New York State regulations concerning the issuance of passports and notaries;

Ensures compliance with all Federal regulations pertaining to Naturalization and Immigration to provide United States citizenship for residents of Westchester County.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the laws, rules and regulations governing immigration, passports, pistol permits, conservation, notary public, DBA's, corporations and commissioner of deeds; knowledge of office procedures and practices; ability to plan and supervise the work of subordinate personnel; ability to compute fees and maintain records of transactions; ability to prepare reports and present clear, factual information; ability to communicate both verbally and in writing; ability to manipulate automated office equipment; ability to deal effectively with the public; ability to establish and maintain effective working relationships with County, State and Federal agencies; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School Diploma or equivalency and either: (a) five years of experience involving the processing of passports, naturalization papers, pistol permits, etc.; or (b) Bachelor's Degree* and one year of the experience as described in (a); or (c) an 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 Education Department as a post-secondary, degree-granting institution.