

DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administering the day-to-day administrative operations and supervisory duties related to the provision of required services and activities in the County Clerk's Office, which includes the division of Records Management and the Motor Vehicle Bureau. The Deputy is authorized to act generally for and in place of the County Clerk and oversees the delivery of services and proper processing of official documents and papers. Because of the types of documents and papers that must be recorded, the accuracy of the work and attention to detail are of major significance and utmost importance. Administrative direction is received from the County Clerk with wide leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision is exercised over all subordinate department staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interprets and implements policies as directed by the County Clerk;
Directs staff in assisting the public in locating files, answering questions referrals;
Oversees the operation of the Records Management division and the Motor Vehicle Bureau;
Reviews recorded and filed instruments of property and business records;
Reviews civil court records for legal specifications;
Reviews recorded land records for correct tax collections;
Assists the public in searches of land records;
Reviews passports, hunting and fishing licenses, and motor vehicle sales tax documents;
Administers oaths and naturalization procedures;
Receives and deposits monies collected by the Clerk's Office;
Prepares monthly reports transmitting fees and taxes to appropriate agencies;
Performs all other duties and functions of the Clerk's Office as requested by or in the absence of the County Clerk.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the services provided by the County Clerk's Office; Good knowledge of the policies and procedures applicable to the efficient functioning of the County Clerk's Office;
Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Working knowledge of Civil Practice Law and Rules;
Working knowledge of account keeping practices;
Ability to establish and maintain good interpersonal working

relationships;
Ability to deal with the public in a helpful manner;
Ability to understand and carry out complex oral and written instructions;
Ability to plan and supervise the work of others;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to operate a computer terminal;
Good judgment;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree; or
- B) Graduation from a regionally accredited or New York State registered college with an Associate degree and two years experience handling or processing legal documents including court and land records; or
- C) An equivalent combination of training and experience as indicated between the limits of A) and B).

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the county of Broome at all times during their employment in the title.