

EXECUTIVE DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing administrative and supervisory duties related to the provision of required services and activities in the County Clerk's Office 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. The accuracy of the work and attention to detail are of major significance and utmost importance because of the types of documents and papers that are recorded. The Deputy is responsible for administering the day-to-day operations of the Department of Records. 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;
Oversees the operation of the County Clerk's office and Motor Vehicle Bureau;
Assists in the formulation and implementation of departmental policies and procedures for the business administration;
Assists in the planning and coordination of matters related to the administration and preparation of the budget, personnel matters, and agency procedures;
Trains, supervises, evaluates and disciplines staff;
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 Department of Records as requested by or in the absence of the County Clerk.
Plans, directs and coordinates various functions of the Department such as accounting, payroll and clerical;
Keeps abreast of new laws and impending changes in law as they pertain to the County Clerk's Office and the Motor Vehicle Bureau so that necessary changes can be initiated promptly and effectively;
Disseminates information to the public on all phases of law and procedures relating to motor vehicles or recording practices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the pertinent sections of law as they relate to the issuance of licenses and the recording of documents handled by the Department of Records;
Good knowledge of the services provided by the County Department of Executive Deputy County Clerk Records;

Good knowledge of the principals and practices of public administration;
Good knowledge of the policies and procedures applicable to the efficient functioning of the Department;
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 analyze and resolve complex problems;
Ability to establish and maintain effective working relationships;
Ability to deal with the public in a helpful manner;
Ability to express oneself clearly and concisely both orally and in writing;
Ability to prepare correspondence and reports;
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;
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 and one year of supervisory experience; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate degree and three years of supervisory experience; 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.

R735 8/11/98

The position of Executive Deputy County Clerk is pending jurisdictional classification as exempt