

SECOND DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the County Clerk and Deputy County Clerk in providing services in the County Clerk's Office. The incumbent is also responsible for performing specialized clerical duties including the supervision of subordinates engaged in the filing and recording of legal documents. Work is performed under the general supervision of the Deputy County Clerk with leeway allowed for planning, scheduling, and carrying out assignments. Supervision is exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides service to general public, lawyers and searchers who are recording legal documents, applying for index numbers and judicial intervention;
Certifies mortgage tax collected, reconciles mortgage tax bank accounts and prepares mortgage tax reports;
Records and maintains files on adoptions, youthful offenders and coroner's reports;
Checks and certifies copies of records;
Records and maintains files of adoptions of children;
Records and maintains records of youthful offenders;
Opens and distributes department mail;
Records and maintains files for Coroner's reports;
Balances cash boxes and receipts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the services provided by the County Clerk's Office;
Good knowledge of the methods and procedures used in filing and recording legal documents;
Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
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 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 judgement;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three years of clerical experience, one of which was handling or processing legal documents including court and land records.

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.