

COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Administers and is responsible for a large variety of public documents, records and licenses kept or issued by the County; acts as Clerk of the County and Supreme Courts; performs additional and related duties as may be prescribed by law and directed by the Legislature. The work is performed in accordance with various sections of County Law (particularly 525, 526, 527 and 530), other applicable New York State laws and relevant sections of local laws. Supervision and/or direction is exercised over a large number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Records, indexes and files documents, maps, judgments, lien dockets and papers of both civil and criminal nature;
Administers the operation of a Motor Vehicle Bureau;
Administers the operation of the Office of Clerk of Courts;
Furnishes the Secretary of State with reports as prescribed by law;
Maintains a Court and Trust fund register;
Keeps all documents relating to the uniform commercial code;
Files all official maps;
Collects all mortgage taxes, and sales and other taxes in legally specified instances;
Maintains all census data;
Issues naturalization papers;
Processes passport applications.
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

MINIMUM QUALIFICATIONS: This is an elective position for a term of office of four (4) years.