

DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for directing the work activities of a division of the Office of the County Clerk. Incumbents are appointed by the County Clerk and are empowered to act generally for and on behalf of their principal in fulfilling the responsibilities. Work is performed under general direction of the County Clerk, with wide leeway allowed for the exercise of independent judgment. Supervision is provided to subordinate employees in the either the Registrar or Motor Vehicle Division of the Office of the County Clerk. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Confers regularly with County Clerk on policy matters and administrative issues and/or problems;
Confers with attorneys and the public on technical, procedural, and informational matters;
Directs the proper maintenance and security of all legal and land record files by monitoring their appropriate filing, retrieval and storage;
Directs the activities of employees engaged in Motor Vehicle Division activities, such as processing applications for licenses, registrations, permits, etc. and receipt of payments of fees associated with such duties;
Monitors division workflow and meets with higher-level management to discuss divisional staffing as needed;
Monitors the maintenance and recording of collected fees to ensure that established accounting control procedures are in place;
Supervises the requisition of supplies and ensures appropriate cost control measures;
Prepares divisional budget requests;
Administers oath of office to elected and appointed county officials;
Uses computer applications or other automated systems such as the New York State Motor Vehicle System, spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles of modern office administration; thorough knowledge of the principles

DEPUTY COUNTY CLERK (cont'd)

involved in the recording of legal documents; good knowledge of applicable New York State laws, rules and regulations; ability to direct the work of a clerical staff; ability to supervise the collection of fees and to maintain appropriate records; ability to prepare a budget; ability to effectively use computer applications or other automated systems such as the New York State Motor Vehicle System, spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships; initiative; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree in public affairs, business administration or related field and five (5) years of administrative experience, two (2) of which should have been in a supervisory capacity in the recording of legal documents pertaining to real estate or in the processing of motor vehicle license and registration documents; or
- b) Graduation from high school or possession of a comparable diploma and nine (9) years of administrative experience including four (4) years in a supervisory capacity in the area indicated in a) above; or
- c) An equivalent combination of training and experience as described in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.