

SUPERVISOR, REGISTRAR'S OFFICE

DISTINGUISHING FEATURES OF THE CLASS: This is varied and difficult clerical and administrative work involving responsibility for planning, coordinating and supervising all work in the Registrar's Office of the County Clerk. Work is performed under the general direction of the County Clerk and/or the Deputy County Clerk in accordance with various sections of the County Law and applicable New York State and local laws. Supervision is exercised over subordinate clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and coordinates the activities of the Registrar's Office;
Supervises the recording, indexing and filing of documents, maps, judgments, lien dockets and papers of both civil and criminal nature;
Computes interest on judgments and mechanics liens and computes and collects mortgage tax and Deed transfer tax;
Assists in the preparation of the Registrar's Office Budget;
Receive and execute passport applications;
Prepares various monthly, semi-annual and annual statements concerning receipts of fees and taxes;
Maintains personnel and attendance files for department personnel;
Act as Special Court Clerk in swearing in oaths of elected and appointed officials as well as all notarial commissions of Putnam County;
Act as Deputy County Clerk where deputized to do so;
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 & PERSONAL

CHARACTERISTICS: Thorough knowledge of the law, rules and procedures involved in the activities of the Registrar's Office; good knowledge of business arithmetic and English; ability to plan, lay out and supervise the work of clerical assistants; ability to secure the cooperation of others; good judgment; initiative; integrity.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma, and four (4) years of progressively responsible clerical or account keeping experience, two (2) years of which shall have been in a supervisory capacity.