

COUNTY CLERK

NATURE OF THE WORK: The work involves responsibility for properly maintaining all papers, records and documents relating to the affairs of County government. The County Clerk is also responsible for administering the County Motor Vehicle Division. The nature of the work requires that it be meticulously and accurately performed. An incumbent in this position must exercise tact and diplomacy when dealing with the public. General supervision is given to all employees of the County Clerk's office.

TYPICAL DUTIES AND RESPONSIBILITIES:

Performs daily administrative duties and supervises employees to assure delivery of services in County Clerk's office

- supervises the maintenance of financial accounts and records
- supervises the preparation of checks for various accounts
- helps customers search for titles, liens and other records
- assures that the office has adequate and sufficient materials and equipment
- approves leaves, vacations and time off to assure coverage of activities and services
- participates in meetings where County Clerk's input is required or necessary
- maintains overall supervision of all office operations
- operates a computer when necessary
- directs the processing of applications of naturalization
- administers oath of allegiance, files depositions, collects fees and issues certificates for naturalization
- meets with and answers public inquiries and provides timely, appropriate responses
- reviews leave balances for staff
- evaluates employee performance

Reviews a variety of Supreme and County Court papers and documents filed with County Clerk's office

- reviews divorce proceedings for proper form and signs
- reviews and signs judgments of foreclosure and sale
- assists attorneys and others in searching for records and preparing abstracts
- reviews and files various public documents such as Lis Pendens, liens, bonds, convictions in Justice Court
- certifies and deposits with Finance Office money deposited on Mechanics Liens

Reviews and signs various documents for proper form and figures

- checks to assure that the proper amount of mortgage tax has been collected for a variety of regular and special taxes
- reviews and signs judgments filed and tax the cost
- reviews and signs mortgage satisfaction and assures proper filing
- reviews releases and assignment and oversees proper filing

Supervises and directs the filing of required reports

- approves apportions, mortgages and supervises monthly mortgage tax reports
- oversees the delivery of monies collected to Finance Department or State Tax Commissioner
- approves monthly register report
- approves real estate transfer for tax reports
- reviews issuance of hunting and fishing licenses
- directs the processing and filing procedures used under the Uniform Commercial Code
- reviews and supervises the preparation of annual reports of monies collected and disbursements

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of services and responsibilities of a County Clerk's office  
Comprehensive knowledge of the information needed for the preparation of a variety of mandated legal reports and records  
Thorough knowledge of acceptable methods of maintenance of financial reports and records  
Thorough knowledge of consequences of error in filing legal documents  
Good knowledge of modern public administration principles, practices and techniques  
Good knowledge of personnel supervisory techniques  
Ability to exercise good judgment in performance of duties  
Ability to present a positive image for the County Clerk's Office  
Ability to deal effectively with others  
Ability to prepare and submit accurate reports within established deadlines  
Ability to supervise and manage clerical units of the County Clerk's Office

APPROPRIATE TRAINING, EXPERIENCE AND/OR SPECIAL REQUIREMENTS:

Graduation from high school or possession of a high school equivalency diploma and four years of experience in maintaining financial records.