

DEPUTY COUNTY CLERK

NATURE OF THE WORK: The work involves responsibility for performing administrative and supervisory duties related to the providing of required services and activities in the Yates County Clerk's Office. The Deputy is authorized to act generally for and in place of the County Clerk and oversees the delivery of services and proper processing of official documents and papers. Because of the types of documents and papers that must be recorded, the accuracy of the work and attention to detail are of major significance and utmost importance. The Deputy is responsible for administering the day-to-day operations of the Clerk's office, including the Motor Vehicle Division. The Deputy supervises a small staff of clerical employees. The primary responsibility of the position is the supervision of Department activities to ensure a smooth work flow. General supervision is exercised over this position by the elected County Clerk through consultation and reports. The Deputy is responsible to implement policies and work practices established by the County Clerk. The Deputy must assure that the office portrays a positive image to the public, and provides supervision over departmental staff to assure that end.

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
- assures that the office has adequate and sufficient materials and equipment
- approves leaves, vacations and time off to assure coverage of activities and services
- reviews leave balances for staff
- evaluates employee performance

Acts generally for and in place of the County Clerk in his/her absence

- participates in meetings where County Clerk's input is required or necessary
- maintains overall supervision of all office operations
- directs the processing of applications for naturalization
- administers oath of allegiance, files depositions, collects fees and issues certificates of naturalization
- meets with and answers public inquiries and provides timely, appropriate responses

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

- 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 various documents for proper form and figures and signs

- checks to assure that the proper amount of mortgage tax has been collected for regular and special addition taxes
- reviews and signs judgments filed and taxes 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

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of services and responsibilities of a County Clerk's office

Thorough 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 three years of experience in maintaining financial accounts and records.