

Senior Civil Account and Permit Clerk (NCP) Tompkins County

Department: Sheriff's Office

Classification: Competitive

Labor Grade: 39

Approved: Bd. Res. #51, 3/20/94

Revised: 05/03 retro to 07/01; 10/16

By: AF, Commissioner of Personnel

QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:

This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical work involving civil papers and accounting for all money paid into the Sheriff's Office. The incumbent supervises and trains employees in specialized account keeping activities. In addition, the incumbent is responsible for reviewing, posting and auditing various accounts. Prepares complex daily, weekly and monthly financial and/or statistical summary reports or claims for federal or state reimbursement. This position also involves assisting administration with budgeting, fiscal management and statistical record-keeping/reporting. The work is performed under the general supervision of the Sheriff, Undersheriff and the Sergeant Deputy Sheriff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Responsible for the processing of civil papers and other clerical functions of the Sheriff's Office;
- Processes pistol permit applications;
- Receives executions, assigns numbers, calculates county fees and interest, prepares tab and account sheets
- and distributes executions for service and/or mail executions;
- Maintains files of executions served on judgment debtors and prepares execution for service on debtor's employer if debtor fails to respond during the legal time limit;
- Maintains ledger for each attorney, recording attorney's share of payments received from judgment debtors and preparing monthly checks for each attorney;
- Maintains receipt book containing records of all fees for service of executions, money collected for ID cards and photocopies and all other money;
- Makes deposits, writes checks, reconciles bank accounts and maintains check ledger;
- Types travel authorizations, workers' compensation form, annual report, personnel transaction forms (MSD-428), monthly work schedule, board resolutions, budget transfers and adjustments, contracts and correspondence;
- May notarize affidavits of service of summonses, statement for Investigators and a variety of other forms (if licensed as a notary);
- Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
- Renews status of accounts adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
- Tracks audits and monitors a variety of accounts, verifies adjustments are made to correct allocations and issues reports as required;
- Prepares more complex financial and statistical summary reports;
- Prepares federal and state grants and prepares invoices for the federal and state grants;
- Supervises the requisition, purchase, receipt and inventory of agency supplies and equipment and maintains inventory records;
- Secures budget estimates from agency units and assist in budget preparation;
- Monitors expenditures to maintain budgetary control;

- Supervises and trains employees by assigning and reviewing completed work and instructing employees in specialized account keeping activities;
- Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for federal or state reimbursements;
- Prepares funds for deposit, reconciles accounts and prepares reports from information;
- Provides information orally or in writing in response to inquiries on status of accounts;
- Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;
- Does more complex payroll transactions or may do payroll and related reports for entire department; and
- Operates calculator, computer terminal, check writing machine and other related office equipment.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods used in keeping and checking financial records and accounts;
- Good knowledge of office terminology, procedures, and equipment and business English;
- Working knowledge of Federal and State laws;
- Working knowledge of the sections of Civil Practice Law and Rules relating to property and income executions;
- Ability to plan, assign and supervise the work of account keeping and clerical assistants.
- Ability to make more difficult arithmetic computations involving fractions, decimals and percentages accurately;
- Ability to operate an alphanumeric keyboard such as a typewriter, work processor, terminal or personal computer at an acceptable rate of speed;
- Ability to analyze and organize data and prepare records and reports;
- Ability to understand and interpret complicated oral instructions and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Integrity and good judgment; and
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. As a result, the job requires considerable visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. The risk of injury or environment illness is minimal. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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