

Executive Deputy County Clerk Tompkins County

Department: County Clerk
Classification: Exempt
Labor Grade: Management Grade 86
Approved: 6/20
Revised: 2/2024
By: HB, Deputy Commissioner of Human Resources

SUGGESTED OR PREFERRED QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience.

NOTE: Appointment to the position of Executive Deputy County Clerk will be made on the basis of merit and fitness by the County Clerk in accordance with County Law Section 526.

SPECIAL REQUIREMENTS:

Appointees must be certified as a Notary Public within six months of appointment.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing administrative and supervisory duties related to providing services to customers of the County Clerk's Office, or the customers of the Motor Vehicles Division. The Executive 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 Executive Deputy is responsible for administering the day-to-day operations of the Clerk's Office, Motor Vehicle Division, Central Services and Records Management. The primary responsibility of the position is the supervision of activities to ensure a smooth workflow. The County Clerk, through consultation and reports, exercises general supervision over this position. The Executive Deputy is responsible to implement policies and work practices established by the County Clerk. The Executive Deputy must assure that the office portrays a positive image to the public and provides supervision over departmental or division staff to assure that end. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts for and in place of the County Clerk in his/her absence;
- Manages the office in the absence of the County Clerk as directed and authorized by Local Law;
- Oversees the day-to-day operations of the recording office, central services, records management and motor vehicles division;
- Signs legal instruments and documents for and in place of the County Clerk;
- Reads, understands, interprets and applies a variety of laws and procedures governing the operation of the County Clerk's Department, which shall include but not be limited to; Real Property Law, General Business Law, Civil Practice Law and Rules, Judicial Law, Federal Law, Motor Vehicles Law, Records Management Operation and Procedures, and Notary Public Law;
- Keeps abreast of new laws and impending changes as they pertain to the County Clerk's Office or Motor Vehicles division so that the necessary changes can be promptly initiated;
- Ensures that subordinates understand new laws sufficiently for them to ensure compliance;
- Supervises and oversees all office functions to ensure quality of service;
- Receives or supervises the receipt of a variety of legal instruments, which shall include but not be limited to civil records, real estate records, and a variety of State and Federal forms;
- Examines the above-mentioned instruments to ensure that they are in a condition to be recorded or filed, i.e. filled out completely and correctly, have supporting documentation where necessary and that the instruments meet the legal requirements for recording or filing;
- Supervises subordinate employees to ensure that work is performed in an efficient and timely manner;

- Assists or directs staff to assist the public in determining needs, locating files, searching land records, answering questions, and making referrals;
- Supervises subordinate employees to ensure that difficult customers are served and/or that difficult problems are resolved in an efficient, courteous and respectful manner;
- Reviews recorded and filed instruments of property and business records, civil court records for legal specifications, recorded land records for correct tax collections, etc.;
- May administer oaths and naturalization procedures;
- Receives and deposits monies collected by the Clerk's Office or Motor Vehicles Division;
- May maintain and balance checking and savings accounts for the County Clerk's Office and Motor Vehicles Division;
- Prepares monthly reports transmitting fees and taxes to appropriate agencies;
- Assists in the planning and coordination of matters related to the budget, personnel matters, and agency procedures;
- Assists in the preparation of a department or division budget;
- Acts as a project leader and/or supervisor to direct and coordinate the activities of staff for work involving scanning projects, Laserfiche projects, TSSERR projects;
- Provides software support for Laserfiche and the County Clerk's land software and acts a liaison between departments, government agencies and vendors;
- Tracks continuous dispositions of obsolete records in accordance with legal requirements through the adoption and use of records retention and disposition records;
- Coordinates the storage and management of inactive records;
- Establishes a detailed physical and digital inventory of existing county records yearly;
- Maintains website maintenance and designs for the County Clerk, Motor Vehicle and TSSERR webpages;
- Reorganizes, inventories, and purges historical documents in the office and at the off-site facility;
- May provide Help Desk support for computer software programs including Laserfiche;
- May respond to (or facilitates a response to) emergency calls from multi-county users regarding malfunctions in computer hardware and/or software systems including Laserfiche;
- Works with Information Technology Services when need to help manage electronic records storage;
- Responds to the more complex technical, procedural and informational inquiries;
- Performs all other duties and functions of the Clerk's office as requested by, or in the absence of, the County Clerk.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Good knowledge of procedures applicable to the efficient functioning of the County Clerk's office;
- Good knowledge of account keeping practices;
- Ability to prepare written material;
- Ability to establish and maintain good interpersonal working relations;
- Ability to exercise good judgment;
- Ability to understand and carry out complex oral and written instructions;
- Ability to understand, interpret and apply a wide variety of Federal, State and Local laws rules and regulations;
- Ability to implement these policies to make the department function as a cohesive unit;
- Tact, courtesy, integrity and efficiency are required;
- Physical condition is commensurate with the demands of the position.

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