

Deputy County Clerk - Duties Statement Tompkins County

Department: County Clerk
Classification: Exempt
Labor Grade: Management 85
Approved: 11/26/1984
Revised: 6/91; 11/93; 4/98; 9/03; 01/07; 08/08; 10/16
By: HH, Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience. Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE: Appointment to the position of 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:

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

(B) If supervising the Department of Motor Vehicles, the following special requirement applies. In accordance with a directive of the United States Department of Homeland Security and the New York State Department of Motor Vehicles, employees involved in the manufacture or production of "Enhanced Driver's Licenses" and "Enhanced Identification Cards", or who have the ability to affect the identity information that appears on such driver's licenses or identification cards are subject to the following:

- the candidate must be a citizen of the United States,
- must submit to a name and fingerprint based criminal background check,
- will be subject to a thorough employment history check,
- all references from prior employment will be validated, and
- the candidate is subject to all other appropriate employment eligibility verifications as required by Federal and State law.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing administrative and supervisory duties related to providing service to customers of the County Clerk's Office, or the customers of the Motor Vehicles Division. 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 or the Motor Vehicle Division. 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 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 provide supervision over departmental or division staff to assure that end. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: The incumbent may:

- Act for and in place of the County Clerk in his/her absence;
- Manage the office in the absence of the County Clerk as directed and authorized by Local Law;
- Oversee the day-to-day operation of the recording office or motor vehicles division;
- Sign legal instruments and documents for and in place of the County Clerk;
- Read, understand, interpret and apply 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;

- Keep 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;
- Insure that subordinates understand new laws sufficiently for them to ensure compliance;
- Supervise and oversee all office functions to ensure quality of service;
- Receive or supervise 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;
- Examine the above-mentioned instruments to insure 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;
- Supervise subordinate employees to ensure that work is performed in an efficient and timely manner;
- Assist or direct staff to assist the public in determining need, locating files, searching land records, answering questions, and making referrals;
- Supervise subordinate employees to ensure that difficult customers are served and/or that difficult problems are resolved in an efficient, courteous and respectful manner;
- Review 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;
- Receive and deposit 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;
- Prepare monthly reports transmitting fees and taxes to appropriate agencies;
- Oversee the preparation of a department or division budget; Perform 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.