

DEPUTY COUNTY CLERK

JOB CODE: 2020
DEPARTMENT: Tioga Co. Clerk's Office
CLASSIFICATION: Exempt
SALARY: Management/Confidential
ADOPTED: 8/92; Revised 5/09, 04/17, 01/20; Tioga Co. Civil Service

* **PUBLIC OFFICER; no term**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing administrative and supervisory duties related to the provision of required services and activities in the County Clerk's Office. The Deputy is authorized to act generally for and in place of the County Clerk and oversee 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 Primary responsibility of the position is the supervision of activities to ensure a smooth workflow. General supervision is exercised over this position by the 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. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Interprets and implements policies as directed by the County Clerk;
- Directs staff in assisting the public in locating files, answering questions, determining needs, and making referrals;
- Oversees the operation of the recording office;
- Reviews recorded and filed instruments of property and business records;
- Reviews civil court records for legal specifications;
- Reviews recorded land records for correct tax collections;
- Assists the public in searches of land records;
- Administers oaths and naturalization procedures;
- Receives and deposits monies collected by the clerk's office;
- Prepares monthly reports transmitting fees and taxes to appropriate agencies;
- 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 & PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of procedure applicable to the efficient functioning of the County Clerk's office; good knowledge of account-keeping practices; ability to establish and maintain good interpersonal working relations; ability to exercise good judgment; ability to understand and carry out oral and written instructions; ability to interpret diverse policies of the State and County and implement these policies to make the department function as a cohesive unit; tact; courtesy; physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of full-time clerical experience or its part-time equivalent.

Pursuant to County Law § 526, deputy county clerks are designated as an "appointive officer" and therefore falls under Public Officers Law §3.