COUNTY CLERK FINANCIAL WORKER 25-H

DISTINGUISHING FEATURES OF THE CLASS: This position involves the supervision and participation in the performance of difficult clerical tasks involving the exercise of independent judgment, a high degree of accuracy in either the County Clerk's Office or the Department of Motor Vehicles. This position will train, evaluate and provide leadership and direction to County Clerk's Worker I and II and other clerical staff assigned to them. This class differs from that of a County Clerk Worker I and II by virtue of the complexity of the work performed and an increased level of supervisory responsibility. Incumbent must have an understanding of specific laws, rules, procedures, and policies relating to the performance of their duties. Work is performed under general direction in accordance with prescribed policies and procedures. This position is supervised by the Junior Accountant.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May serve in the leadership role in the absence of the Deputy County Clerk;

Assists in the training, direction, and supervision of staff, as well as leadership, direction, and guidance;

Handles customer complaints, suggests solutions to problems, and conducts correspondence;

Assists supervisor in the preparation of budget information, collections of data, compiling of statistics, and solution of personnel problems;

Maintains complex activity control records, schedules workloads and flow, and coordinates the work with that of employees;

May supervise subordinate clerical/account staff;

Performs a variety of standard keyboarding tasks, including typing correspondence, records and reports;

Operates computing, calculating, check writing, and other office machines;

Reviews account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;

Supplies data for budget, recommends budget estimates, and assists in maintaining budget control;

Assists supervisor with EOM vouchers, daily deposits, bank reconciliation, and credit card reconciliation;

Maintains supply inventory and does ordering;

Processes refunds and disbursements;

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports;

Checks papers for accuracy;

Conducts title searching for tracing deeds, mortgages, and judgments;

Prepares findings of property title searches covering Federal tax liens and other instruments that are recorded and indexed;

Determines type or cause of malfunction or rejection response and takes appropriate action;

Types and verifies data from original documents for computer input and processing;

Ensures staff collect and record proper fees for all transactions;

Reconciles transactions and money received;

Prepares required reports and correspondence;

Answers complex questions relating to specific laws, rules, regulations, and procedures regarding the duties of the County Clerk's Office or the Department of Motor Vehicles;

Supervises the typing of certificates that have to be prepared by the County Clerk;

May issue licenses or other documents distributed by the County Clerk's Office, such as passports, pistol permits, etc.;

Supervises and assists in indexing legal records or documents filed in the County Clerk's Office, including, but not limited to, judgments, civil actions, mortgages, assignments, etc.;

Receives and processes DMV transactions, including but not limited to, licenses, registrations, tax forms, etc.; and

May perform scanning.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of legal instruments and records affecting titles to property; thorough knowledge of the methods and practices used in indexing of legal instruments and records; thorough knowledge of procedures relating to the issuance of drivers licenses and vehicle registrations; thorough knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law; thorough knowledge of methods of tracing titles to property; good knowledge of the laws relating to documents and legal instruments; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written instructions;

ability to distinguish between various similar types of legal instruments and documents; ability to use written directions to code and decode information accurately; ability to combine and organize information into tables and records; ability to learn how to use standard computer software including applications for word processing, spreadsheets, and data base management; ability to deal effectively with the public; ability to provide leadership, direction and supervision to subordinate employees; clerical aptitude; mental alertness; accuracy; good judgment; and integrity.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business Administration, Computer Science, Accounting, or related field, and a combination of four (4) years of clerical experience in a position providing knowledge of legal instruments and records, or motor vehicle transactions, and maintaining or checking financial records or reports. One (1) year of experience must have involved the supervision of others; or

(B) Graduation from high school or possession of a high school equivalency diploma, and a combination of six (6) years of clerical experience in a position providing knowledge of legal instruments and records, or motor vehicle transactions, and maintaining or checking financial records or reports. One (1) year of experience must have involved the supervision of others.

NOTE: Completion of appropriate coursework in computer science, business administration, accounting, or a related field, can be substituted for the clerical or financial work experience on the basis of three (3) credit hours being equivalent to three (3) months of experience, for a maximum of twelve (12) credit hours. However, post-high school coursework may not be substituted for the supervisory experience, or experience in providing knowledge of legal instruments and records, or motor vehicle transactions.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: https://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

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