

## **COUNTY CLERK'S WORKER I TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a one-year traineeship used to appoint individuals to an entry-level County Clerks Worker I position in either the County Clerk's Office or the Department of Motor Vehicles. A County Clerk's Worker I Trainee is responsible for participating in a continuous in-service training program involving the performance of clerical, recording, licensing, registration and enforcement activities conducted under the administration of the Sullivan County Clerk. The incumbent will train and work under direct supervision on a variety of routine assignments which are completed in accordance with defined procedures. Work is completed under direct supervision. The incumbent will perform related duties as required. Trainees with a minimum of twelve (12) months of satisfactory performance can be advanced to the title of County Clerk Worker I without further examination.

**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.*

Participates in an in-service training program consisting of the following duties;

Processes and indexes legal records or documents filed in the County Clerk's Office, including, but not limited to, judgments, civil actions, mortgages, assignments, releases, conditional sales contracts, chattel mortgages, civil or criminal court actions, military discharges, etc.;

Receives approved license and registration documents for processing by means of a teleprocessing device or manual devices;

Checks papers for accuracy;

Reviews all forms and processes particular transactions as indicated;

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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;

Obtains files, records, information and assistance for all customers;

Computes fees, collects payment, issues receipts, and prepares bank deposits slips pursuant to established procedures;

Provides assistance in matters relating to surrendered driver's licenses, court established criteria relating to suspension or revocation orders, and applications for the Drinking Driving or Restricted License Programs;

Periodically reconciles transactions and money received;

Maintain, secure and care for records and records filing system including record retention schedule;

Manages electronic and paper based information by means of scanning and filing;

Ensures compliance with federal, state and local regulations;

Responds to customer inquiries via phone, email, mail or in person;

Travels to various work locations;

Prepares reports as required; and

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

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the methods and practices used in indexing of legal instruments; good knowledge of procedures relating to the issuance of drivers licenses and vehicle

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registrations; good knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law; 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 sets of words, letters and/or numbers which may be similar; ability to use written directions to code and decode information accurately; ability to combine and organize information into tables and records; ability to input data from original documents; 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; clerical aptitude; mental alertness; accuracy; good judgment; and integrity.

**MINIMUM QUALIFICATIONS:**    Either:

- (A)    Graduation from high school, or possession of a high school equivalency diploma, and two (2) years of clerical experience, which shall have included at least one (1) year of typing or data entry; or
- (B)    Four (4) years of clerical experience, including at least one (1) year of typing or data entry.

***SPECIAL REQUIREMENT:***    Possession of a valid driver's license at time of appointment is required.

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Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A