

COUNTY CLERK'S WORKER III

25-F

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.

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.*

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, 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;

Supervises and does title searching for tracing of deeds, mortgages and judgments;

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

Reviews all forms and processes particular transactions as indicated;

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 that information and assistance, including obtaining files and records are provided for all customers, such as insurance companies, law enforcement officials, attorneys ;

Ensures subordinate staff collect and record proper fees for all transactions;

Provides supervision and assistance to employees processing assistance in matters relating to surrendered drivers licenses, court established criteria relating to suspension or revocation orders, interviewing, approving and processing applications for the Drinking Driver and Restricted License Programs;

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;

Assists in the coordination of all activities in either 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;

Assists in the training, direction and supervision of subordinate employees;

Provides leadership, direction and guidance for subordinate employees;

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

May perform scanning;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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 type from clear copy or rough draft at a rate of 25 words per minute; 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 high school or possession of a high school equivalency diploma and six (6) years of clerical experience, including three (3) years in a position providing knowledge of legal instruments and records or motor vehicle transaction. One year of experience must have involved the supervision of others. Skill in typing must be demonstrated either through work experience or completion of a typing course; or
- (B) Eight (8) years of clerical experience, as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

*NOTE: Completion of appropriate course work in secretarial science, computer science, business administration, or a related field can be substituted for the clerical work experience on the basis of three (3) credits being equivalent to three (3) months of experience. 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.*