

## COUNTY CLERK'S WORKER II

25-D

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of difficult clerical tasks involving the exercise of independent judgment, a high degree of accuracy and supervision of subordinates 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 other clerical staff assigned to them. Incumbent must have a general 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:

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;

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;

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 training and supervision of subordinate employees;

Provides leadership, direction and guidance for subordinate employees;

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**: 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 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 type from clear copy or

rough draft; 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 four (4) years of clerical experience, which shall have involved one (1) year of typing; or
- (B) Six (6) years of clerical experience, including at least one (1) year of typing.

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Last Reviewed: March 15, 2002  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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