

DEPUTY CLERK - LAND

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the County Clerk, an incumbent of this position oversees the daily activities of the land function of the Department, and in the supervision and training of clerical personnel involved in the examination, filing, and recording of various documents related to records of ownership of real property.

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.*

Manages and supervises the overall operation of the Land Records Department of the County

Clerk's Office;

Reviews procedure pertaining to examination, filing, and recording of documents, ensuring

efficiency and adhering to procedural standard, as well as overseeing the following:

(1) Pistol Department; (2) Records Management; and (3) Passport processing; and

Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern office administration; thorough knowledge of the principles involved in the recording of legal documents related to real property; well versed with New York State real property requirements; ability to plan and supervise the work of a clerical staff; ability to understand and execute complex written and oral instructions; ability to supervise the collection of fees and the maintenance of appropriate records; good judgment; tact; effective communication.

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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 and two (2) years of experience in processing or preparing legal documents; or
- (B) Graduation from high school or possession of an equivalency diploma and four (4) years of experience in processing or preparing legal documents, one (1) year of which shall have involved supervising the work of others.

SPECIAL REQUIREMENT: *Must be a Commissioned Notary Public.*

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.