

DEPARTMENT: COUNTY CLERK
CLASSIFICATION: EXEMPT
APPROVED: JUNE 4, 2015

FLSA Status: Exempt/Administrative 1/4/2010

DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this class has responsible charge over a satellite Motor Vehicle and / or Pistol Permit Office of the County Clerk's Office. The incumbent is responsible for planning, directing, and administering the activities of the assigned office and for coordinating the activities with the appropriate state agency in accordance with related laws and regulations. The incumbent develops and recommends adoption of internal policies and procedures to provide and maintain the efficient operation of the assigned office. The incumbent works under the general direction of the Niagara County Clerk and provides direct supervision over subordinates assigned to him or her. The incumbent may act in the place of the County Clerk and has wide leeway for the exercise of independent judgment in carrying out duties in accordance with all local, state and federal regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the formulation and implementation of departmental policies and procedures for the business administration of the assigned office to maintain efficient operations;
2. Maintains liaison with appropriate state agencies to ensure coordination of its activities with those of the assigned office;
3. Keeps abreast of changes in traffic, penal and domestic violence laws, laws governing arrests and State regulations and initiates changes in procedures to implement them;
4. Oversees staff in coordinating assignments, training and development, reviews work, and prepares performance reports;
5. Reviews financial records and prepares reports relevant to the activities of the assigned office;
6. Identifies and assists in the recommendation and implementation of new programs, procedures and methods in order to achieve better efficiency;
7. Performs required monthly New York State Department of Motor Vehicles (NYS DMV) audits to identify training and educational needs;
8. Establishes and maintains working relationships with commercial customers;
9. Provides evaluation of studies and reports;
10. Participates in NYS DMV audit reviews and assists in preparing a formal audit response;
11. May assist the County Clerk in interviewing prospective employees;
12. Assists the County Clerk in preparing budget requests.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of pertinent sections of applicable New York State laws, rules and regulations relative to motor vehicles and pistol permits; good knowledge of techniques and procedures employed in gathering pertinent and confidential information; good knowledge of the principles and practices of public administration; good knowledge of the principles and practices of modern account keeping and budget control; working knowledge of County personnel practices and budgetary procedures; good writing and grammar skills; skilled in the use of computer systems; ability to operate a personal computer and peripherals at an acceptable rate of speed and accuracy; ability to prepare correspondence and reports; ability to plan, direct and supervise the work of others; demonstrated ability to successfully direct people with diverse interests to work together for a common purpose; ability to secure the cooperation of others; ability to deal with challenging customer situations with tact and courtesy; ability to analyze and resolve complex problems; ability to gather, assemble, analyze and evaluate facts and evidence in order to draw logical conclusions; ability to establish and maintain a professional relationship and cooperative relations with local, state and federal agencies; ability to maintain confidentiality; ability to maintain records and a computerized database; good powers of observation; honesty; sound judgment; professional appearance; resourcefulness and integrity; physical condition commensurate with the demands of the position.

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DEPUTY COUNTY CLERK CONTINUED

SUGGESTED PROMOTIONAL QUALIFICATIONS: Five (5) years of full-time permanent status in the Niagara County Clerk's Office immediately preceding date of appointment.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with a Bachelor's degree in business administration, criminal justice, or related field **and** three (3) years of full-time paid experience directing, supervising and/or controlling an identifiable organizational unit or program; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with a Associate's degree in business administration, criminal justice or related field and five (5) years of full-time paid experience directing and/or controlling an identifiable organizational unit or program; **OR**

Seven (7) years of full-time paid experience directing and/or controlling an identifiable organizational unit or program.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

1. Candidates must be United States citizens;
2. Candidates conditionally offered an appointment will be subject to a Department of Criminal Justice Services (DCJS) "full search and retain" and Federal Bureau of Investigation (FBI) fingerprint screening. The fingerprint screening must be returned as negative for 49 CFR 1572.103, Disqualifying Criminal Offenses in order to be appointed. Candidates will be disqualified from appointment if the fingerprint screening is returned as positive. Employees must maintain "negative" status as a condition of continued employment;
3. Candidates must pass a New York State notary public exam within one (1) year of permanent appointment and employees must maintain active status as a notary as a condition of continued employment.
4. Candidates must possess a New York State Driver's License for the duration of employment.