

DEPARTMENT: COUNTY CLERK

FLSA Status: Exempt/Administrative 1/4/2010

CLASSIFICATION: EXEMPT

APPROVED: 03/26/84

FIRST DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Works under the general direction of the County Clerk, who reviews work for compliance with laws and established procedures by conferences and reports. Exercises supervision over a substantial number of assigned employees in the office of the County Clerk. Assists and acts in place of the County Clerk in the administration of the County Clerk offices. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists and acts in place of the County Clerk in the administration and supervision through Assistant Deputies of the various departments of the Clerk Clerk's office;
2. Services in the absence of the County Clerk as necessary, exercising all the powers and duties of the office;
3. Directs the accepting, recording, registering and filing papers affecting real property in Niagara County;
4. Directs the accepting for filing, docketing and preserving transcripts of judgments, releases and assignments, satisfactions, tax liens, tax warrants, and other civil actions as directed by the courts;
5. Directs the accepting for filing, indexing and preserving all papers pertaining to business registrations and corporation, conditional sales contracts, chattel mortgages, bonds, mechanics' liens, building loan agreements, wage assignments, criminal bonds and collector's bonds;
6. Directs through clerks the issuance of hunting and fishing licenses, supplying books for Town and Village Clerks;
7. Directs the processing of applications for naturalization, giving oaths of allegiance, filing depositions, collecting and issuing Certificates of Naturalization ;
8. Directs supervision of Deputies in issuing car and operator licenses and collecting fees in accordance with New York State regulations;
9. Directs Clerks serving as Clerk in Court and Assignment Clerk at Trial Term, Equity Term, Special Term, and as Assignment Clerk in Supreme Court;
10. Supervises through Bookkeeper the maintenance of all financial books of the County Clerk's office including accounts receivable and bank books and preparing financial records;
11. Develops and established office procedures as laws are revised, utilizing mechanized equipment and techniques; participates in local and outside meetings, discussing equipment, methods and procedures applicable to County Clerk's activities;
12. Coordinates with other government agencies in preparation and administration of new laws and drafting of new laws affecting County Clerk's office;
13. Assists in preparation of the annual budget;
14. Requisitions office equipment, materials and supplies for the County Clerk's office;
15. Meets with various State Boards and Commissions, such as Board of Equalization and Assessment, recommending revisions to proposed laws, State Education Commission and State Motor Vehicle Commission.