

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Revised: 5/22/96

FIRST DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for the performance of difficult clerical work, involving the proper handling and recording of a large variety of legal documents, with a view toward the smooth flow of business through the office. Consultations are held with the County Clerk for the purpose of formulating policies and procedures. Supervision is exercised over the work of the employees in the County Clerk's office. The employee acts in the absence of the County Clerk. The work is performed under the general supervision of the County Clerk, with leeway permitted for the exercise of independent initiative judgement. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes, and supervises the employees in the County Clerk's office;
Acts in the absence of the County Clerk;
Does all the banking for the County Clerk's office (ie: makes bank deposits, keeps books for banking accounts and balances bank deposits);
Prepares purchase requisitions and develops budget requests;
Keeps daily attendance records and makes necessary payroll changes;
Checks and posts bills before forwarding to Finance Office;
Attends conferences and meetings pertaining to work methods and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of procedures and practices as they relate to the recording, filing, transcribing and certification of mortgages, liens, deeds and other legal documents of the County Clerk's office; thorough knowledge of government accounting and office management principles, practices and procedures; thorough knowledge of office terminology and equipment; thorough knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with employees, public officials and the general public; accuracy; good judgement; initiative.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience, and other such qualifications, as the County Clerk may determine appropriate.