

**DEPARTMENT:** COUNTY CLERK  
**CLASSIFICATION:** EXEMPT  
**APPROVED:** JULY 12, 2021

**FLSA Status:** Exempt/Administrative 1/4/2010

**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 Deputies of the various departments of the Clerk's Office;
2. Serves 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 of papers affecting real property in Niagara County;
4. Directs the acceptance 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 acceptance 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 the processing of applications for naturalization, giving oaths of allegiance, filing depositions, collecting and issuing Certificates of Naturalization;
7. Directs supervision of Deputies in issuing car and operator licenses and collecting fees in accordance with New York State regulations;
8. Supervises the maintenance of all financial books of the County Clerk's Office including accounts receivable and bank books and preparing financial records;
9. Develops and establishes office procedures as laws are revised, utilizing modern computer software, mechanized equipment and techniques; participates in local and outside meetings, discussing equipment, methods and procedures applicable to County Clerk's activities;
10. Coordinates with other government agencies in preparation and administration of new laws and drafting of new laws affecting the County Clerk's Office;
11. Assists in preparation of the annual budget;
12. Requisitions office equipment, materials and supplies for the County Clerk's Office;
13. 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.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and equipment; good knowledge of organization and functions of the office; good knowledge of legal terminology; good knowledge of the laws applicable to the recording and maintenance of legal documents; ability to utilize modern software applications at an acceptable rate of speed and accuracy; ability to plan and supervise the work of others; ability to understand and follow complex oral written instructions; ability to get along well with others; ability to maintain a high degree of confidentiality; a high degree of accuracy, industry and dependability; sound professional judgment; physical condition commensurate with the demands of the position.