

**DEPARTMENT:**            COUNTY CLERK  
**CLASSIFICATION:**    UNCLASSIFIED

### COUNTY CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** Directs the activities of the Niagara County Clerk's office. Works under the general direction of the Niagara County Legislature in performing the duties of the County Clerk. Exercises full supervision over a substantial number of employees in the office of the County Clerk. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Administers and supervises through Assistant Deputies various departments of the County Clerk's office in Lockport and Niagara Falls;
2. Serves as Recorder of Deeds, Clerk of the Courts, agent for the State Commissioner of Motor Vehicles and State Conservation Commission and as agent for the United States Immigration and Naturalization Commission and for the United States Department of States;
3. Directs Assistant Deputies or Clerk in accepting , recording, registering, and filing papers affecting real property in Niagara County;
4. Directs Assistant Deputies or Clerk in accepting for filing, docketing and preserving transcripts of judgments, releases and assignments, satisfactions, tax liens and tax warrants and other civil actions as directed by court;
5. Directs Assistant Deputies or Clerk in accepting for filing, indexing and preserving all papers pertaining to business registrations and corporations, conditional sales contracts, chattel mortgages, bonds, mechanics' liens, building loan agreements, wage assignments, criminal bonds and collectors' bonds;
6. Directs through Clerks and Town and Village Clerks he issuance of hunting and fishing licenses, receiving their reports on licenses issued and fees collected;
7. Directs through other personnel processing of applications for naturalization, giving oaths of allegiance, filing depositions, collecting fees and issuing Certificates of Naturalization;
8. Directs Clerk in issuing car and operator licenses and collecting fees in accordance with New York State regulations, sending Clerks to County, Cities and Towns during the registration and issuing of licenses;
9. Supervises bookkeeper in the maintenance of all financial books of the County Clerk's office including accounts receivable and bank books and preparing financial statements;
10. Directs Supreme Court Clerk and Court Clerk in serving as clerks of Supreme and County Courts at Trial Term, Equity Term, Special Term, and as Assignment Clerk in Supreme Court;
11. Develops and establishes office procedures as laws are revised, utilizing mechanized equipment and techniques, participating in legal and outside meeting, discussing equipment, methods and procedures applicable to County Clerk's activities;
12. Coordinates with other government agencies in the preparation and administration of new laws and drafting of new regulations affecting County Clerk's office;
13. Supervises the preparation of the annual budget for the County Clerk's office;
14. Requisitions office equipment, materials and supplies for the County Clerk's office;
15. Meets and coordinates with various State Boards, Commissions, and Federal Agencies.

#### **MINIMUM QUALIFICATIONS:** (Elected Position)

Desirable qualification – graduation from a recognize college or university with a Bachelor's Degree in business administration and ten years of satisfactory business experience including at least five years in supervisory capacity.