

ASSISTANT DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for performing specialized clerical work, involving the receipt, processing and filing of various legal documents. The duties and processes followed in the performance of the work are, in general, prescribed by Federal and/or State laws, rules and regulations. Supervision may be exercised over subordinate clerical employees. The work is performed under the supervision of the Deputy County Clerk, who reviews the work for conformance with established laws, policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Receives and files various legal documents such as powers of attorney, releases of lien judgements, land contracts, deeds, mortgages, satisfaction of mortgages and assignments;
- Receives, time stamps, and files State tax warrants, mechanics liens, wage assignments and Sheriff's income executions;
- Receives, time stamps, and files business certificates for persons or firms doing business under assumed names;
- Computes mortgage tax and checks for correctness of revenue stamps;
- Accounts for daily receipt of monies and prepares deposit slips;
- Processes applications for naturalization, assists applicants in preparation of forms, and explains procedures and requirements for naturalization;
- Processes passport applications, assists applicants in preparing necessary forms, reviews application forms, and provides information regarding visas and required inoculations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of procedures as they relate to the recording, filing, transcribing and certification of mortgages, liens, deeds, and other legal documents of the County Clerk's office; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to establish and maintain effective working relationships with employees, County officials, and the general public; good judgement; initiative; tact.

MINIMUM QUALIFICATIONS:

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