

ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** CHIEF CLERK - COUNTY CLERK **GRADE:** 16

**TITLE ABBREVIATION:** CHF CLK/CC **TITLE NO.:** 6142

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**  **EEO CODE:** OA **FLSA CODE:** NE

**DEPARTMENT:** OFFICE OF THE COUNTY CLERK

**SUPERVISOR'S TITLE:** COUNTY CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising the operations and training staff in the Record Room, reproduction services, Naturalization and passport services and Uniform Commercial Code filings. The primary responsibility is planning and supervising the work of a large number of subordinates. The work is performed in accordance with general instructions regarding policies which are received from an administrative head. Immediate supervision is exercised over the work of assigned staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Acts as a liaison between the County Clerk's Office and the Supreme and County Courts as well as the County Attorney's Office, Orange County Abstractors, and outside attorneys;
2. Assists the public with difficult or escalated situations;
3. Supervises staff in all departments of the records side of the County Clerk's Office; trains staff on philosophy of the Clerk's Office in customer service;
4. Holds regular supervisory meetings and completes annual and probationary employee evaluations on subordinate staff;
5. Ensures proper workflow of the Clerk's Office by each department and the Clerk's Office as a whole;
6. Stays current on all new mandates from NYS and best practices from NYS Association of County Clerks and Property Records Industry Association (PRIA);
7. Releases mortgage tax holds for apportionment and processes NYS Refund Orders of mortgage tax;
8. Keeps County Clerk apprised of concerns or problems, work queue dates, revenue, number of transactions, statistics, equipment needs, etc.;
9. Uses computer applications such as spreadsheets, power point, word processing, calendar, e-mail, and database software in performing work assignments.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the standard methods of title searching and property description, and ability to determine the of location of property so described; thorough knowledge of laws and procedures relating to indexing and searching; Thorough knowledge of monthly and semi-annual report requirements; Good knowledge of inventory of the Orange County Clerk's records; Good knowledge of legal instruments affecting titles to property; good knowledge of the methods of recording and indexing legal instruments; good knowledge of office terminology, procedures, routines and equipment; ability to exercise good judgment in the solution of complex problems; ability to plan, layout and supervise the work of others; ability to train others in the specialized work of the department; ability to follow complex oral and written instructions and to prepare correspondence and reports with a high degree of accuracy and thoroughness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Bachelor's Degree, or higher, and three (3) years of work related to the processing of legal instruments, two (2) years of which shall have been in a supervisory capacity; OR
- B) Completion of sixty (60) college credits, and five (5) years of experience as outlined in (A) above, two (2) years of which shall have been in a supervisory capacity; OR
- C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as outlined in (A) above, two (2) years of which shall have been in a supervisory capacity; OR
- D) An equivalent combination of training and experience as outlined in (A) and (B) above.

**Note:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** Incumbent will be required to become a commissioned notary public within six months of appointment.

**Salary Grade Change/Revised: 10/15/22 AT**