

ORANGE COUNTY CLASS SPECIFICATION

TITLE: NATURALIZATION CLERK **GRADE:** 10

TITLE ABBREVIATION: NATURALIZATION CLERK **TITLE NO.:** 6472

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

DEPARTMENT: COUNTY CLERK **DIVISION:**

SUPERVISOR'S TITLE: CHIEF CLERK (COUNTY CLERK)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the use of independent judgment in the processing of naturalization, passport and apportionment matters. Incumbent may be deputized to represent the County Clerk at various functions. Work is performed under the general supervision of the Chief Clerk in compliance with applicable laws and operating policies and procedures. Supervision may be exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as an agent for the Federal Government in the Naturalization process, processing petitions and certificates and ensuring the proper fees are indicated;

Plans and prepares for Naturalization ceremonies including scheduling venues, speakers, Judges, etc.;

Answers inquiries, both in person and on the telephone, regarding citizenship, passports, immigration, notary renewals, authentications and naturalization requirements;

Processes passport applications and collects fees utilizing basic office machines and electronic data processing;

Acts as a Program Manager for US Passport Services; ensures the annual recertification of Acceptance Agents;

Processes and enters pistol permit applications, dealer/gunsmith, and amendments into computer;

Prepares required certificates and forwards to Judge for approval;

Processes apportionments for properties transferred within multiple jurisdictions and prepares related reports;

Processes notary renewals and related reports;

Prepares and submits a variety of reports to the Federal, State and local governments on a monthly, quarterly and annual basis;

Trains new employees in the processing of passport applications;

Represents the County Clerk at various functions;

Supervision may be exercised over subordinate clerical staff;

Uses computer applications such as spreadsheets, power point, word processing, calendar, e-mail, and database software in performing work assignments;

May administer the Oath of Allegiance to petitioners for citizenship in court.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the Naturalization Law and related clerical and hearing procedures; good knowledge of account keeping procedures; good knowledge of procedures involved in the certification of legal instruments; good knowledge of standard office terminology, procedures and equipment; working knowledge of Penal Law Section 400, wiring knowledge of SAFE Act; ability to understand and carry out complex written and oral directions; ability to operate a keyboard; ability to write legibly; ability to supervise and instruct others; ability to communicate clearly; good judgment, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and four (4) years of office clerical experience, two (2) of which must have involved the processing of legal instruments and documents.

Special Requirement: Must become a commissioned Notary Public.

Salary Grade Change/REVISED: 10/15/22 AT