

COUNTY CLERK

GENERAL STATEMENT OF DUTIES: Administers and is responsible for a large variety of public documents, records and licenses kept or issued by the County; acts as Clerk of the County and Supreme Courts; performs additional and related duties as may be prescribed by law and directed by the Legislature. The work is performed in accordance with various sections of County Law (particularly 525, 526, 527 and 530), other applicable New York state laws and relevant sections of local laws. Supervision and/or direction is exercised over a large number of employees.

TYPICAL WORK ACTIVITIES:

Records, indexes and files documents, maps, judgments, lien docketts and papers of both civil and criminal nature;

Administers the operation of a Motor Vehicle Bureau;

Administers the operation of the Office of Clerk of Courts;

Furnishes the Secretary of State with reports as prescribed by law;

Maintains a Court and Trust fund register;

Keeps all documents relating to the uniform commercial code;

Files all official maps;

Collects all mortgage taxes, and sales and other taxes in legally specified instances;

Maintains all census data;

Issues naturalization papers;

Processes passport applications.

MINIMUM QUALIFICATIONS: This is an elective position for a term of office of three (3) years.