

ASSISTANT DEPUTY COUNTY CLERK (ADMINISTRATION)

GENERAL STATEMENT OF DUTIES: Assists the County Clerk in the execution of administrative details; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the accomplishment of a variety of administrative tasks in order to relieve the County Clerk of administrative details, and to provide the office with back-up in making administrative decisions. Responsibilities involved concern budget, personnel, production records, research reports, surveys and analyses. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Executes administrative details including implementation and follow up in such areas as new or revised departmental procedures, the hiring and termination of employees, assignment of management personnel, and problems relating to a particular division's operations, etc.;

Prepares written reports, surveys and analyses as requested by the County Clerk, including performing primary research, formulating the information and summarizing the data;

Assists in the administration of budgetary matters, including review and/or preparation of annual budget data for the divisions, participation in discussions with budget office personnel, adherence to and receipt of quarterly allocations etc.;

Maintains attendance and leave records based on sign-in sheets and requests for leave, processes and/or approves leave requests (i.e.: of vacation, personal, sick, and supplemental time);

Maintains production records for all divisions of the County Clerk's Office in order to document the number of transactions or units of work performed, to summarize this data, and to determine trends of production;

Coordinates activities, programs and work assignments between County Clerk divisions, for example handling arrangements for weekly staff meetings such as agenda, accommodations, discussion materials etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of administrative theory and practice; familiarity with basic financial and budgetary procedures; familiarity with the organization of the County Clerk's Office; ability to meet and deal with others effectively; ability to perform research and to prepare reports; organizational ability; ability to execute orders at staff level; clerical ability; initiative; resourcefulness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a high school or general equivalency diploma and five years of business experience, three of which involved personnel, budgetary and fiscal duties; or (b) graduation from a two-year post high school course* and three years of business experience involving personnel, budgetary and fiscal duties; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.