

ASSISTANT DEPUTY COUNTY CLERK (LAND RECORDS)

GENERAL STATEMENT OF DUTIES: Assists the Deputy County Clerk in charge of Land Records with the supervision and overall operation of the Land Records Division of the County Clerk's Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy County Clerk (Land Records), an incumbent of this position assists in the daily activities of the Division and in the supervision of clerical personnel involved in the examination, filing and recording of various documents related to records of ownership of real property.

EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the receiving, examining and recording of real property documents and the computing of recording fees for such documents relating to real estate;

Reviews complex cases to determine the admissibility of documents to the record by analyzing format and content to insure conformance with pertinent laws;

Is responsible for the collection of the N.Y.S. Transfer Tax for all deeds;

Processes and completes tax equalization forms and attaches same to deeds pursuant to Section 33 of the Real Property Tax Law;

In addition to computing and collecting the basic mortgage tax, this person supervises the collection of the Metropolitan Transportation Tax along with a Special Mortgage Tax.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern office administration; thorough knowledge of the principles involved in the recording of legal documents related to real property; familiarity with New York State real property laws; ability to plan and supervise the work of a clerical staff; ability to understand and execute complex written and oral instructions; ability to supervise the collection of fees and the maintenance of appropriate records; good judgment; tact; 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 experience in processing or preparing legal documents; or (b) a Bachelor's degree* and one year of experience as stated in (a); or (c) a law school degree; or (d) 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.

West. Co.
J. C.: Competitive
MVU

Job Class Code: C0054
Job Group: X