

ASSISTANT DEPUTY COUNTY CLERK (LICENSING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class coordinates and implements various processes and procedures in the issuing of County licenses to various trade workers (i.e., electricians, plumbers, etc.). Located in the Office of the County Clerk, this position works in conjunction with the Department of Consumer Protection to perform administrative and operational functions in order to enforce Westchester County Licensing Law(s) requiring County licensure by the County Board of Examiners of Masters in a specific trade (certification at the Journey level) who do business in any municipality in Westchester County. Supervision may be exercised over subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in scheduling, publicizing and compiling documentation required for meetings and hearings held by the County Board of Examiners;

Assists in the implementation of all actions taken by the Board of Examiners including the notification of applicants and issuance/suspension/revocation of licenses and certifications;

Keeps a manual of the rules and regulations adopted by the Board of Examiners for the examination and licensing procedures to respond to inquiries or complaints;

Verifies other required documentation required for licensure, including required insurance coverage and bonding;

Keeps the public informed of the provisions of the law and the licensing procedures involved;

Assists in amending forms and informational brochures required to streamline the licensing procedure;

Maintains detailed, current and accurate automated records of all levels (Master, Journey, Apprentice) of trade workers who have been issued and/or failed to have been issued licensure/certification with the Westchester County Board of Examiners;

Keeps abreast of and maintains current files of all applicable regulations, Federal, State and Local, and codes related to specific trades and the industry utilizing said trades people;

Provides information regarding the status of the license/certification of specific individuals;

Performs related administrative and operational duties to assist in the smooth and effective operation of licensing functions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the processes and procedures involved in ensuring the accuracy and completeness of legal documents; ability to establish and maintain cordial and effective relationships with County and local officials; ability to communicate effectively, both orally and in writing; ability to prepare reports and present clear, factual information; ability to use automated office equipment; ability to deal effectively with the public; good judgment; tact; thoroughness; initiative; discretion; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and five years of experience processing legal documents, including naturalization papers, pistol permits, passports, etc.

SUBSTITUTIONS: Satisfactory completion of 30 credits* at a recognized college or university may be substituted on a year for year basis for up to four years of the experience defined in (a), but must include one year of experience in the processing of legal and/or land record documents.

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