

ASSISTANT DEPUTY COUNTY CLERK (NATURALIZATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position manages the activities and workflow of the Passport unit by monitoring and processing documents pertaining to naturalization, immigration, and the execution of passports. Supervision may be exercised over a small number of subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Interprets naturalization laws on the status of citizenship in response to inquiries from attorneys and the general public, by referring to appropriate Federal Law and opinions;

Assists in the preparation, review and filing of the first and final papers for citizenship;

Assists in resolving all matters pertaining to immigration problems; routes more complex issues to supervisor for direction;

Assists in the distribution of hunting, fishing, and deer licenses to County municipalities;

Assists in the preparation of passports for American citizens;

Assists in the issuance of handling permits for dealers in firearms and gunsmiths;

May prepare calendars for court hearings on naturalization procedures;

Reviews monthly and daily license reports and consolidates monthly license reports of issuing agencies for the preparation of reports;

Assists in the preparation of monthly and quarterly reports of work completed and fees collected for submission to the Department of Justice's Immigration and Naturalization Services.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of public law including legal terminology, practices, procedures, and documents related to naturalization, immigration and passports; good knowledge of office and court terminology, procedures and equipment; ability to process and file legal papers and documents; ability to prepare reports; tact; good judgment; discretion; honesty; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) six years of experience in processing legal documents, two years of which must have involved the issuance of passports and the processing of naturalization papers; or (b) Bachelor's Degree* and two years of experience as defined in (a), one year of which must have involved the specialized experience as in (a).

SUBSTITUTIONS: Satisfactory completion of 30 credits at a recognized college or university* may substituted for each year of experience, but must include the one year of specialized experience as defined in (a).

*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 Department of Education as a post-secondary, degree-granting institution.