

Jurisdictional Class: Competitive
Exempt for five (5) positions in Oneida County Government
Only
EEO Category: Officials/Administrators
Revised: 07/29/2025

DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for performing specialized clerical work involving the receipt, processing, and filing of various legal documents. The duties and procedures followed in the performance of the work are generally prescribed by federal and/or state laws, rules, and regulations. Supervision may be exercised over subordinate clerical employees. The work is performed under the supervision of the First Deputy County Clerk, who reviews it for conformance with established laws, policies, and procedures. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives and files various legal documents such as powers of attorney, releases of lien judgements, land contracts, deeds, mortgages, satisfaction of mortgages and assignments;

Processes complicated divorce actions, name changes, and criminal cases

Must be able to navigate the New York State NYSEF computer system as well as the IQS operating system of the Clerk's office.

Receives, time stamps, and files State tax warrants, mechanics liens, wage assignments and Sheriff's income executions;

Receives, time stamps, and files business certificates for people or firms doing business under assumed names;

Computes mortgage tax and check for correctness of revenue stamps;

Accounts for daily receipt of monies and prepares deposit slips;

Receives and files various civil action documents;

Processes applications for naturalization, assists applicants in preparation of forms, and explains procedures and requirements for naturalization;

Processes passport applications, assists applicants in preparing necessary forms, reviews application forms, and provides information regarding visas and required inoculations.

May coordinate the workflow of Freedom of Information Law (FOIL) requests by tracking requests and maintaining records;

May assess, gather responsive documentation, and review routine and semi-routine FOIL requests;

May work across County government to identify custodians and collect records responsive to FOIL requests;

May assist the Records Access Officer with reviewing and redacting responsive County records and drafting written responses;

May answer routine questions from County department personnel who are responsible for gathering documents responsive to FOIL requests;

May provide information to individuals and organizations, both internally and externally, regarding the status of FOIL requests;

May prepare reports on FOIL requests and activity.

Continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of procedures as they relate to the recording, filing, transcribing and certification of mortgages, liens, deeds, and other legal documents of the County Clerk's office; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to establish and maintain effective working relationships with employees, County officials, and the general public; good judgement; initiative; tact.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate's Degree in business administration, legal assisting, data processing, office management, or a closely related field **AND** two (2) years of clerical and customer service experience; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical and customer service experience; **OR**
- (C) Six (6) years of clerical and customer service experience.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 03/02/1982
Revised: 07/07/1995, 11/16/2001, 10/30/2024, 07/29/2025.