

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Officials/Administrators
Revised: 04/05/06

SECOND DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for performing a variety of administrative and management functions designed to free the attention of the County Clerk for other technical matters such as planning and policy making. An employee in this class will oversee the electronic records management system. The employee will assist in the development and coordination of departmental procedures, regulations and programs. The work is performed in accordance with broad objectives outlined by the Clerk permitting the employee latitude for the exercise of independent judgment. The work is performed under the general supervision of the County Clerk. Direct supervision may be exercised over Deputy County Clerks or clerical employees. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists County Clerk in the formulation and review of departmental procedures and regulations;
Supervise and performs difficult and involved reference services;
Supervise and performs duties associated with records management;
Coordinates, carries out or participates in planning and development of data base of all county records both active and inactive;
Helps establish standards for proper electronic and manual records management in county departments and agencies;
Promotes educational and research use by community groups;
Coordinates, carries out and manages county record grants;
Maintains good public relations;
Interprets State and Federal regulations and mandates;
Coordinates and expedites functions of a department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of management; good knowledge of procedures as they relate to recording and filing of legal documents of the County Clerk's Office; good knowledge of computer database functions; good knowledge of office terminology, procedures and equipment; good knowledge of computerized data bases; ability to establish and maintain effective working relationship with employees, County Officials and the general public; ability to express oneself clearly and concisely, both orally and in writing; good judgment; initiative and tact.

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MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience.

NOTE: Verifiable part-time clerical and/or volunteer clerical experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 04/26/01
Revised: 04/05/06