



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Clerk's Department

**Job Title:** DEPUTY COUNTY CLERK

**Salary Range:** \$84,875 - \$108,911\* (\*Based on years of service employed in specified title with Saratoga County)

**Work Location:** 40 McMaster Street, Ballston Spa, NY 12020

**Classification:** Exempt (No exam required)

### Job Description

This is an exempt and appointive position that involves responsibility for performing administrative and supervisory duties related to providing service to customers of the Office of the County Clerk. The Deputy is authorized to act generally for and in place of the County Clerk and oversees the delivery of services and proper processing of official documents and papers. Because of the types of documents and papers that must be recorded, the accuracy of the work and attention to detail are of major significance and utmost importance. The Deputy is responsible for administering the day-to-day operations of the organization. The primary responsibility of the position is the supervision of activities to ensure a smooth workflow. The County Clerk, through consultation and reports, exercises general supervision over this position. The Deputy is responsible to implement policies and work practices established by the County Clerk. The Deputy must assure that the office portrays a positive image to the public and provide supervision over departmental or division staff to assure that end. The incumbent will perform all related duties as required.

### Suggested Minimum Qualifications

- A). Possession of an associate's degree, and two (2) years of clerical experience; **OR**
- B). Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience.

### Typical Work Activities (\*Illustrative)

- Sign legal instruments and documents for and in place of the County Clerk; Read, understand, interpret and apply a variety of laws and procedures governing the operation of the County Clerk's department, which shall include but not be limited to; Real Property Law, General Business Law, Civil Practice Law and Rules, Judicial Law, Federal Law, Motor Vehicles Law, Records Management Operation and Procedures, and Notary Public Law;
- Keep abreast of new laws and impending changes as they pertain to the Office of the County Clerk and all four divisions; so necessary changes are promptly communicated and initiated; forms are filled out completely and correctly, supporting documentation is provided and instruments meet the legal requirements for recording or filing;
- Development and implementation of key training guidelines to ensure staff members grow in knowledge and professionalism to maintain high service standards and expectations;
- Allocating and adjusting resources necessary to maximize efficiency in our day-to-day operations.



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- Supervise subordinate employees to ensure that work is performed in an efficient and timely manner; Assist or direct staff to assist the public in determining need, locating files, searching land records, answering questions, and making referrals;
- Review recorded and filed instruments of property and business records, civil court records for legal specifications, recorded land records for correct tax collections, etc.;
- May administer oaths and naturalization procedures;
- Receive and deposit monies collected by the Clerk's office or Motor Vehicles Division;
- May maintain and balance checking and savings accounts for the County Clerk's Office;
- Assist with the preparation of monthly reports, transmitting fees and taxes to appropriate agencies;
- Assist with the preparation of a department or division budget;
- Perform other duties as required.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits, NYS Retirement membership and competitive Compensation Plan

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted through the date posted or until the flyer is removed.**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*