

# OFFICE OF THE WARREN COUNTY CLERK

Pamela J. Vogel, County Clerk

## Warren County Governmental Operations/Advocacy Committee Meeting: County Clerk/OMV

July 19, 2021

Committee Members: Supervisors Beaty (Chair), Leggett, Wild, Conover, Diamond

I. Committee Meeting Called to Order by Chair

II. Approval of minutes of prior Committee Meeting.

III. Action Agenda/New Business:

A. Notice to Fill: Legal Recording Clerk - Gr. 7, Entry Level \$ 35,491 (as per new 2021 contract) (\$ 17.02 per hour).

**Request:** Approval of Notice to Fill for Legal Recording Clerk; Essential position at clerk Front Counter. Vacancy (due to resignation of 10 yr employee; accepted position with DSS/Child Protective (Gr. 16). Had been seeking higher pay rate than her current County Clerk position. NTF signed off by Civil Service, Human Resources; forwarded to Co. Administrator, Budget Officer; being presented to Chairman Doug Beaty and Governmental Operations Committee.

**Rationale:** Position is complex; requires knowledge in Real Property Recording, Supreme Court Civil Actions, broad range of miscellaneous transactions (ie: passport processing (once certified; annual recertification examination), notary services & renewals, DBAs, Liens, Judgments, Certifications. Designated by Co. Clerk as Special Deputy to NYS Dept. of State and to NYS Supreme Court; Agent to US Passport Services. Requires strong computer and math skills; ability to learn fully-integrated office hardware/software system; mastery of NYS mandatory Efiling; Electronic Recording for Deeds/Mtg/Discharges; knowledge of legal and tax terminology. Training provided by Sr. Legal Recording Clerk; Clerk orientation; monthly evaluations. Legal Recording Clerks are the first face that the public sees: private citizens as well as the professional community (legal, financial, state agencies).

**Method of Hire:** Civil Service Appointment posting; awaiting announcement of Civil Service test. .

**Appropriation Code A.1410 110** as per County Clerk 2021 budget. Anticipate slight reduction in salary with new appointment (currently: \$ 39,000 (10 yrs); entry \$ 35,491).

**Revenue Generation:** County Clerk Front Counter Transactions by Legal Recording Clerks average \$ 11 million annually (ie 2020)-cash/check/charge (previous employee processed \$ 2.7 million of total transactions in 2020). ; \$ 1.2 million of total receipts distributed to Warren County General Fund Clerk Revenue Account A. 1410 1255), retained by Warren Co.

### IV: Discussion: Hours & Operation of the Warren County Clerk's Office and Warren County DMV:

The following represents a summary of current hours. In addition, periodic updates of services have occurred (posted/handouts) throughout the 2020-2021 year. Please see attached for the most recent detailed updates.

#### County Clerk's Office:

Staffing: 8-4, 9-5

Overall Public Hours 8 a.m. – 5 p.m M-F except legal holidays

Services:

Front Counter (acceptance of all transaction, initial processing – recording, filing, miscellaneous fee and no fee): Public hours: 8 a.m. – 3 p.m; Reconciliation 3 pm – 4 p.m. (summer: no transactions processed 1-2 due to vacancy, training, vacations/leave).

Record Room: Public Research – 8 a.m. – 5 pm. – last call for printed records 4:45.

Pistol Permits: Expansion of selected services to front counter, walk-ins; 8 a.m – 3 pm.

Pistol Permits In-Person Appointments: Requiring Meeting with Deputy Co. Clerk – M-W-F.

Passport Services: Tu & Th 8 a.m. – 11 a.m.

Historian: PT position (832 hrs annually): M-W 9-5.

1340 STATE ROUTE 9 • LAKE GEORGE, NY• 12845

PHONE: 518-761-6427 • EMAIL: <OINTYCLERK@CO.X"ARRLN.NY.IIS • FAX: 518-761-6551

**DMV: Agent to the NYS Commissioner of Motor Vehicles: Full-Service Motor Vehicle Office**

Staffing: 8-4, and 9-5. (1 DMV Sup, 2 Sr Ex, 3 MVRs (6 FT for public transactions) , 1 FT & 1 PT Dealer Processing: In addition: FT Principal Account Clerk : All Reconciliations (9-5).

Public Services for DMV Transactions by Appointment: 8:15 – 3:45 (last appt time).

Walk-in Services for DMV Transactions: 8:15 -3:00.

Note: 8-4 staff concludes with 3:30 appts and walk-ins; batchwork for daily reconciliation: 3:45 -4.  
9-5 staff continues with any remaining appts: 3:45+ and walk-ins; (Approx. 19 – 24 scheduled time slots for those seeking MV services between 3-4 pm.); completes customer transactions, continues with daily mail, drop box, phone messages, plate destruction, forms, mandatory accounting audits, batchwork for reconciliation.

Example of Activity:

6/1/2021: 134 appts + 20 walk-ins: 154 served; 300 transactions

7/2/2021: 125 appts + 39 walk-ins: 164 served; 282 transactions

- III. Referrals/Pending Items: None
- IV. Privilege of the Floor and Public Comment (please allow 15 second delay on live stream meetings).
- V. Motion to Adjourn

**Attachments:**

Reopening County Clerk-Pistol Permits-DMV\_7/02/2021

Warren County DMV\_7/02/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk Payroll Dept. No: 15
Title of Position: Legal Recording Clerk Base Salary of Position: \$ 35,491 Grade: 7
Filling at Step # (If Known): Entry
Budget code and title: A. 1410 110 County Clerk Full Time Salaries Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: #11984 Baker Date of Vacancy: 7/5/2021
Is this position mandated? [checked] Yes [ ] No Is the position reimbursable? [ ] Yes [checked] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other [ ]

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature]
Human Resources Director has approved this form when initialed. [Signature] 7/7/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 7/7/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 7/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Governmental Operations + Advocacy
[checked] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 7/19/21

## LEGAL RECORDING CLERK

**Distinguishing Features of the Class:** This position involves identifying, examining, processing a high volume of recorded and filed documents and legal instruments relative to real property and court proceedings in the office of the County Clerk. The incumbent is required to have general knowledge of the duties and services provided by the County Clerk. The incumbent is required to calculate and collect all required fees and taxes associated with recordings and filings accurately and proficiently. Duties are performed independently, with supervisory personnel providing office oversight, problem resolution, and training on new or complex assignments. Does related work as required.

**Typical Work Activities:** (Illustrative Only)

- Process all real property recordings presented to Clerk's Office including : identify documents and related forms (State, Federal: tax, affidavits etc. ); review for statutory recording compliance, calculate mortgage, transfer and mansion tax fees; compute total amounts due and verify fees; forward related forms to appropriate agencies;
- Process all civil action/court proceedings presented to Clerk's Office for filing/entering: review for statutory filing compliance; determine and maintain appropriate file structure-from initiation to close; compute and verify required fees; affix required signatures and stamps; forward documents to courts (County, Supreme, State Appellate); prepare court files for change of venue;
- Perform all cashiering duties: collect appropriate fees for all clerk transactions (100+ types), verify funds received (cash, check, money orders), receive payments for civil & criminal penalties and produce receipts;
- Operate multi-moduled, password protected computer system to process all fee transactions; perform daily sign-in, cash-out; reconcile accounts, resolve errors, generate required reports for cashiering accountability; and other accounting duties as necessary; familiarity with indexing and scanning system applications;
- Create, maintain and update all electronic and manual indexes, finding aids and reference folders: (Court Minutes/Docket, Civil Action Indexing & Retrieval System, Miscellaneous Papers, Separation Index, DBA/Corporations, UCCs, Satisfactions, Land etc);
- Maintain Court & Trust Register in accordance with NYS auditing procedures for monies received by Clerk to be deposited with county treasurer, prepare documentation for Clerk to forward fees;
- Certify, authenticate recorded and/or filed documents as special deputy to Clerk (includes signing privileges); generate/certify transcripts of judgments, certificates of disposition; perform notary services;
- Accept, process and file miscellaneous public records including: notary renewals, miscellaneous memorandums of order; veteran vendor permits; assumed business names (dba's), UCC's, resolutions, appointments, oaths of office etc.;
- Review, accept passport applications and required documentation, including verification of identity; affixing of seal; signing privileges; prepare transmittals to US Passport Service Centers; provide renewal forms; take passport photos;
- Service public and professional offices via mail, telephone and in-person inquiries;
- Prepare written correspondence regarding recording/fee/filing returns;
- Service pistol permit applicants: take photos, disseminate general information, course schedules in absence of Deputy County Clerk;
- Operate and perform routine maintenance on computers, scanners, copiers, printers, fax and similar office equipment.

(cont.)

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:** Working knowledge of real property terminology and recording procedures; working knowledge of court case proceedings, filing structure, legal terminology; working knowledge of business arithmetic, English; familiarity with computerized data entry, demonstrated typing and keyboard abilities, i.e., able to perform duties accurately and at an acceptable rate of speed; ability to perform cashiering duties accurately; proficient in general clerical functions/office record-keeping: organization, filing, sorting, distribution, proofreading, accurate transfer information from one document/media to another; general knowledge of the department's services and responsibilities; ability to comprehend written and oral instructions and procedures; ability to deal effectively with the public with tact and courtesy; physical condition commensurate with demands of the position.

**Minimum Qualifications:**

Graduation from high school or possession of a high school equivalency diploma and:

- a.) 2 years paralegal degree/certificate, OR
- b.) 2 years clerical experience with at least 1 year in law office, abstract/title company, real estate office, lending institution, or government real property or court position.

(Formerly: Legal Clerk – Feb. 9, 1993)

OFFICE OF THE WARREN COUNTY CLERK  
PAMELA J. VOGEL, COUNTY CLERK  
SUEANNE S. LINEHAN, DEPUTY

The Warren County Clerk's Office consists of the following units:

Recording & Court Filing (aka Front Counter) , Public Records Room, Pistol Permit Services, Passport Services, Archives, Historian, and the Warren County DMV. All units provide essential services to the public and are of significantly high volume in terms of transactions and the need for in-person activity. We follow current CDC safety guidelines, including: fully vaccinated individuals are not required to wear masks on county property (inside or out); Vaccinated staff may elect to continue wearing masks. As always, be safe and be well.

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## County Clerk-Pistol Permit- DMV Update: 7/2/2021

- A. **Warren County DMV:** We are a full-service Motor Vehicle Office providing services to those with appointments as well as walk-ins.

### Public Notes:

- Public Office hours continue with appointments: 8:15 a.m. – 3:45 p.m. Appts. are very popular and save you time when coming to the DMV! *We thank you for your positive response to our appointment program!!*
- Please schedule appts. at: <https://warrencountydmv.setmore.com> .
- Select transaction type/time (15 min or 30 min). Request email notification.
- Arrive 5-10 min before; check in with security; security will direct customer to DMV.
- Be prepared with all required documents and forms. This will save you time and eliminate a return trip.
- To ensure adequate customer seating, please limit additional parties coming with you to the DMV unless assistance is demonstrated (ie: small children, elderly). No standing room.
- Walk-ins are accommodated 8:15 a.m – 3:00 p.m. To avoid a longer wait-time, we recommend making an appointment: <https://warrencountydmv.setmore.com> ; same and next day appointments are most often available. Always be prepared when you come to the DMV!
- Drop Box, Mail in continue to be available.
- **New Online Permit Tests for Driver and Motorcycle (not CDL).** Check this out! Saves time at the DMV. Passing results are sent to DMV; when approved you come in to finalize the process and have DMV photo taken.

- A. **Warren County Clerk's Office: IMPORTANT: New Hours for Warren County Clerk's Office effective 4/12/2021. Overall: Office open 8 – 5; see notes on specific service times.**

### Front Counter: Recording, Filing, Miscellaneous (Fee and No Fee transactions)

- **Public Office hours 8 a.m. – 3 p.m. (Appointments necessary only if indicated.)**
- All visitors please check in at Clerk's Front Counter.
- Visitors will be directed to appropriate office.
- We continue to use E-Recording, E-filing (mandatory), Drop Box and Mail.
- **Services:**
  - **Recording & Filings:** M-F 8 a.m. – 3 p.m. Number of recordings/filings for in-person submission: 3 (to allow us to comply with SD and maximum capacity limits); DBAs included with filings. Reconciling of accounts: 3 pm-4pm.
  - **SPECIAL NOTE:**  
Summer Hours: Front counter closed to recording & filing from 1-2pm.(vacations, leave, training). Thank you!

- **Passport Services:** Tu & Th 8 a.m. – 11 a.m. Appointments Required: (518) 824-6656  
Services include: acceptance of new applications; photos for new and renewal application; no photos for infants under age 2; renewals are sent by mail, not given to the County Clerk. *N.B. US Passports at the US Dept. of State are still experiencing significant delays. Allow 18 weeks for routine service; if time-sensitive, expedited service recommended (\$ 60 additional): approximately 12 weeks. (See travel.state.gov for updates.)*
- **Record Room:** 8 – 4:45 (last call for printed copies)
- **RSC/Archives:** Email: [recordscenter@warrencountyny.gov](mailto:recordscenter@warrencountyny.gov)
- **Historian:** Email: [historian@warrencountyny.gov](mailto:historian@warrencountyny.gov) ; (518) 761-6544 for arrangements (M & W).

**B. PISTOL PERMITS: NEW, IMPORTANT INFORMATION!!!**

**Appointments:** <https://warrencountypistolpermits.setmore.com> (See info below)

- Due to extremely high volume activity, we continue to experience delays in processing. Please **allow at least one week** for email or phone response. Total new permit process: 4-5 months.
- **Appointments required for select services;** also some services are available at Front Counter. All visitors must check in at Front Counter before being directed to Pistol Permits office; includes those with appointments.
- All Fees: cash or check (no credit card)
- **Pistol Permit Services: Front Counter (No Appointment Necessary). Hrs. 8 a.m. – 3 p.m.**
  - Application Packets: \$ 10.
  - Amendments-Add/Delete: 1 or 2 add/deletes, \$ 3 per firearm
  - Address Change in Warren Co.: \$ 3 fee
  - Name Change: \$ 3 fee; bring proof of change (marriage certificate, driver's license)
  - Lost/Damaged Permit Replacement Card: \$ 5
- **Pistol Permit Services: Appointment Only <https://warrencountypistolpermits.setmore.com>**  
**Hrs. M, W, F 9-1 and 2-3 (lunch break 1-2); Deputy extends on availability.**
  - Add/Delete Firearms: 3 & more must be by appt. Bring in bill of sale/receipt from Dealer; \$ 3 per firearm.
  - Co-Ownership: To co-own with another Warren Co permit holder. \$ 3 per firearm; must have notarized letter of agreement from owner.
  - Transfer In to Warren Co.: Bring current permit and \$ 12 for photo.
  - Transfer Out of Warren Co.: Bring payment of \$ 5 per county, total \$ 10.
  - Application Submissions: Bring all completed forms with valid ID; Photo \$ 12.
  - Approved Applications: Bring approval letter; electronic signature, print, photo at no fee.
  - Upgrade Paper to Plastic Card: Bring Green Paper Card, \$ 17 fee.
- **Special Note: Request for Unrestricted Requests:** Email: [linehans@warrencountyny.gov](mailto:linehans@warrencountyny.gov); instructions will be sent.

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Sueanne Linehan, Deputy County Clerk

**Warren County DMV: 7/2/2021**

The Warren County DMV is a full-service motor vehicle office working as agent to the NYS DMV Commissioner, Mark J.F. Schroeder. Please note the following in our effort to serve all DMV customers safely and in a timely, efficient manner.

- 1.) **Appointments - M-F 8:15 a.m. – 3:45 p.m.** Very popular! Appointments can be scheduled on line at <https://warrencountydmv.setmore.com> . We have recently expanded our schedule to accommodate more appointments. *Your time is valuable!* This is the way to obtain the most prompt and timely service. Note: Select your transaction type; Dates, available times, and info are then provided. Most appointments are same or next day selections. Also, check daily as cancellations do occur. See below for helpful appointment tips!
- 2.) **Walk-In Customers: M-F 8:15 a.m. – 3 p.m.** We do our best to accommodate those without an appointment behind scheduled appointments. Please come prepared with all forms and documents. Follow guidance provided by Warren Co. Security. To reduce wait-time, an appointment can be scheduled for you at your convenience. You can even do this with your smartphone when you are here!

**QUICK APPOINTMENT TIPS:**

- 1.) <https://warrencountydmv.setmore.com>
- 2.) Read Booking Policy. Click ok.
- 3.) Select Service type (most are 15 min appts; CDL 45 min.)
- 4.) Read the Description of what is required located on right side of page. Includes documents to bring.
- 5.) Select time. Note: If you select a time that is not available, it will tell you to select another time.
- 6.) Complete all appointment info.
- 7.) Check send email and text reminders.
- 8.) Click Book Appointment. Keep your appt reminders handy at home!
- 9.) Reminder should come to you day before your appointment. If you need to cancel, please do so (this will open up the time slot for another customer).
- 10.) Arrive 5 min before, check at security. No masks required if fully vaccinated. Have all your required documents. Security will escort you.

**General Booking Policy:**

- Write down your appointment info OR request a text message or email back to you with the info: date and time. If you need to cancel, you can do this on the Setmore system just as you did for scheduling...put in your name and it will search for your appointment; then will give you the option to cancel.
- Be timely. Arrive 5 minutes early; security will greet you and allow you to enter when appropriate.
- Late arrivals may not be allowed to enter. This will be determined by DMV Senior staff.
- Be Prepared. Complete all required information when scheduling your appointment.
- Review all transaction requirements at [www.dmv.ny.gov](http://www.dmv.ny.gov). Bring all required forms and documentation. Lack of proper identification will require a new appointment.
- Appointment is limited to the scheduled transactions.
- Appointments are limited to customer only; to ensure adequate seating, refrain from having additional parties in your company unless necessary (parents for permits, small children, personal care/health needs).
- Cancel if ill or if you have a conflict. Otherwise, honor your appointment.

- Cancellation, text, email notices re: your appointment are included in Setmore.com . Please use.
  - While there may be a box for you to write an email, please note: these are one way, and do not allow us to respond back. If you must contact us, (518) 761-6438 – leave a message.
- 3.) Our DMV telephone message line – (518) 761-6438 - has been updated to include the online appointment scheduling information. **IMPORTANT: THIS IS VOICEMAIL. YOU MUST LEAVE A MESSAGE IF YOU WISH A CALL BACK: name, telephone number, and a very brief message.** Speak clearly and slowly in order that we can return the call. **We can also help you make an appointment when we speak with you!** Please note: Call volume has been extremely high. We are doing our best to return your call same day! Your patience appreciated.
- 4.) **Transaction Options:** The Warren Co. DMV currently provides the following services with approximate times:  
 Out of State Registrations/ Transfers /Licenses: 15 min  
 Enhanced (EDL & Real ID): 15 min  
 Permit D or M: 30 min  
 Vehicle Registration: 15 min  
 License Renewal/Amendments: 15 min  
 License & Non-Driver ID: 15 min  
 Conditional/Restricted Licenses: 30min  
 Consultation: 15 min  
 Permit Test Commercial (CDL): 45 min  
 Abstracts of Driving Record/Plate Surrender: 15 min  
**Note:**  
 MV-44: License Application Form: for all licensing transactions, replacement/lost, renewals, upgrades, permits, Non-Driver ID  
 ID-44: How to apply for licenses, proofs for regular, Real ID, EDL  
 MV-82: Vehicle Registration/Title Application forms: MV-82 for vehicles, trailers, atv's  
 MV-82B Boat Registrations/Title Application
- 5.) **Drop Box (DMV entrance) is available** for the following:  
 Plate surrenders (with \$ 1 fee)  
 License Renewals with completed eye test form  
 Registration Renewals (Pink envelopes)  
 Payment by Check only, no credit cards: Payable to: Warren Co. Clerk  
*These also may be sent in by mail.*  
**Note: IMPORTANT: We cannot mail license plates back to the customer; pickup can be arranged.**
- 6.) **Dealers:** M-F 8:15 – 3:45. Drop off at Welcome Window. Dealer Pass required.
- 7.) **Forms and selected transactions available on-line at NYS DMV:** [www.dmv.ny.gov](http://www.dmv.ny.gov) . Check out the new online **Permit Tests** for Driver and Motorcycles (not CDL). Passing results are sent to DMV; when approved come to the DMV to finish the process and have DMV photo taken.
- 8.) **More information,** please visit the Warren Co. website: [www.warrencountyny.gov/clerk](http://www.warrencountyny.gov/clerk)

**THANK YOU FOR YOUR COOPERATION!**  
**Be Safe and Be Well!**