

OFFICE OF THE WARREN COUNTY CLERK

Pamela J. Vogel, County Clerk

Sueanne Linehan, Deputy County Clerk

Warren County Governmental Operations/Advocacy Committee Meeting: County Clerk/DMV

August 23, 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: Recording Clerk #1 - Gr. 7, Entry Level \$ 35,491** (as per new 2021 contract) (\$ 17.02 per hour). Due to travel conflict, Pam Vogel represented at Committee by Deputy Sueanne Linehan.

Request: Approval of Notice to Fill for Recording Clerk # 1; Essential position Public Record Room-Indexing, Imaging & Verification, Public interface. Vacancy (due to resignation of 16 year employee, accepted position with Treasurer (lateral change/Gr. 7). NTF discussed with Committee Chair Beaty; submitted to Civil Services, Human Resources; forwarded to Co. Administrator, Budget Officer. Being forwarded to Committee.

Rationale: Position is complex; requires knowledge in Real Property Recording, Supreme Court Civil Actions including all confidential/sealed records, miscellaneous instruments (DBAs, Liens, Judgments, Military Discharges, Notary Renewals). Requires strong computer skills; ability to learn fully-integrated office hardware/software system; Efiling, Electronic Recording for Deeds/Mtg/Discharges; familiar with legal, real property, tax terminology. Notary preferred. Training provided by Records Manager, Clerk orientation; monthly evaluations.

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 reduction in salary with new appointment (currently: \$ 43,000; entry \$35,491).

Revenue Generation: All employees are integral part of Clerk's revenue generating stream: \$ 2.7 million 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: Referrals/Pending Items: None

V. Privilege of the Floor & Public Comment

VI: Motion to Adjourn

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: Recording Clerk # 1 Base Salary of Position: \$ 35,491 Grade: 7
Filling at Step # (If Known): unknown (possibly entry)
Budget code and title: A.1410 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9975-Mundell Date of Vacancy: 8/16/2021
Is this position mandated? Yes No Is the position reimbursable? Yes 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. RO 8/10/21
Human Resources Director has approved this form when initialed. rs 8/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 8/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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 8/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Governmental Operations + Advocacy
 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 _____ Date _____

RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position in the office of the County Clerk involves examining and processing a high volume of recorded and filed documents and legal instruments relative to real property and court proceedings according to statutory mandates. The incumbent is required to have general knowledge of the duties and services provided by the County Clerk and knowledge of legal and real property terminology. Emphasis is on computerized indexing and scanning technologies as they apply to the recording process with duties performed using contemporary, technology-based hardware and software, plotters, scanners, personal computers and/or microfilm reader/printers. Position requires significant interaction with public and professional sector. 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)

Examines a wide variety of instruments relative to real property and the judicial system for correctness, completeness, recordability;

Identifies required information for entry into computerized indexing systems via task-specific modules;

Verifies recorded information using system-generated reports; makes appropriate corrections to entries; maneuvers efficiently and accurately between modules; may index using manual systems;

Affixes appropriate recording stamps to documents including: book and page assignments, mortgage discharges, assignments, associated documents-electronically or manually;

Operates multi-moduled, password protected computer system, with mid-level authorization; Generates document-related information including reports and indexes for public and department review;

Creates, maintains, corrects and updates electronic and/or manual indexing systems: Land, Judgments, UCCs, Maps, et al.;

Retrieves documents from active and inactive files for public inspection; re-files returned documents; prepares and certifies copies of retrieved documents upon request;

Reproduces documents in accordance with contemporary reproduction standards, i.e. digital, microfilm, and/or photocopy format; verifies images according to industry and system standards;

Finalizes recording process with return of documents via mail;

Assists patrons in accessing public information; responds to telephone and written inquiries,

Performs notary services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Demonstrated knowledge of real property terminology and recording procedures; working knowledge of office terminology and office equipment; familiarity with computerized data entry/keyboard and able to perform duties with high degree of accuracy and at an acceptable rate of speed; proficient in general clerical functions and office recordkeeping, i.e., organization, filing, sorting, distribution, proofreading, case file management, accurate transfer of information from one document/media to another; ability to comprehend written and oral instructions and procedures; ability to deal effectively with the public with tact and courtesy; physical condition commensurate with the demands of the position.

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

- 1) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in Business or Secretarial Science, or
- 2) Two (2) years of full time paid clerical experience working with legal instruments, records, and/or case files in a department of government, law office or title company which must have included typing and use of personal computer and common applications as a major function of the job.

Adopted: Warren County Personnel, 5/15/06
Amended: Warren County Civil Service; 8/11/15.
JC: Competitive