

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

November 22, 2021 – 12 noon REVISED

Committee Members: Supervisors Beaty (Chair), Leggett, Wild, Conover, Diamond; Chairwoman Rachel Seeber, Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board.

- I. Committee Meeting Called to Order by Chair
- II. Approval of minutes of prior Committee Meeting.
- III. Action Agenda/New Business
- A. **Create New Position: Legal Recording Clerk #2 – Grade 7 - \$ 35,491 (deleting Recording Clerk # 2 – Grade 7).**

Request: Approval to create a new position of Legal Recording Clerk replacing an existing position of Recording Clerk # 2.

Rationale: With the announced resignation of Recording Clerk # 2 (2 ½ yrs at Clerk's Office/5 years with Warren County), the Clerk requests re-titling to LRC position together and the elimination of the soon-to-be vacant Recording Clerk #2 position . Duties assigned to the current Recording Clerk # 2 at the Clerk Front Counter since the onset of Covid more appropriately reflect the daily responsibilities of the LRC; given the resignation it is appropriate that the position title be correctly assigned for purposes of posting and filling. LRC position involves processing of high volume court and real property service, passports, pistol permits; customers service in-person, mail, drop box, electronic submission (Efiling and Erecording). YTD activity includes: 17000 receipts, \$ 10.6 million in transactions; high customer service activity – in-person, mail, drop box, electronic submission (ie: efiling and erecording).

Budget: Position is funded in A. 1410 110 Fulltime Salaries. Both position titles are Grade 7. Entry level is \$ 35,491.

- B. **Notice to Fill: Legal Recording Clerk #2 - Gr. 7, Entry Level \$ 35,491 (2021) (\$ 17.02 per hour).**

Request: Approval of Notice to Fill for Legal Recording Clerk # 2 (fka Recording Clerk #2); Essential position at Front Counter. Vacancy (due to resignation of 5 yr employee/2 ½ yrs with County Clerk) ; accepted position with Warren County Civil Service (outside bargaining unit). Title reflects assigned duties of LRC as opposed to Recording Clerk. NTF sent to Civil Service, Human Resources; being forwarded to Co. Administrator, Budget Officer, 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; accept training in E-Recording and E-filing. Training provided by Sr. Legal Recording Clerk, senior staffing; 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 – Spring-Fall 2022.

1340 STATE ROUTE 9 • LAKE GEORGE, NY • 12845

PHONE: 518-761-6427 • EMAIL: OPNTYCLERK@CO.XARRLN.NY.US • FAX: 518-761-6551

Appropriation Code A.1410 110 as per County Clerk 2021 and 2022 budget. Anticipate reduction in salary with new appointment: Current employee would have earned \$ 42,477 in 2022; entry level replacement approx. \$ 35491.

Revenue Generation: County Clerk Front Counter Transactions by Legal Recording Clerks average \$ 11 million annually; annual revenue to Warren County General fund – approx. \$ 3-4 million per year. Essential position to county fiscal needs.

C. Notice to Fill -Extension of Previously Approved Position: Legal Recording Clerk – Grade 7, \$ 35,491-7/19/21.

Request: The previously approved NTF for vacant position (July 2021) will expire Jan. 19, 2022. We request approval to extend the opportunity to fill this important position into 2022, if necessary.

Rationale: All information re: Legal Recording Clerk is cited above. While we currently have a candidate and acceptance of the position, certain family medical may require delaying the filling of the position for a few additional weeks. Candidate is experienced, worked previously with the Warren County Clerk's front counter 2006-2011 (resigned to care for child; subsequent work in the field until 2020); has worked temporary to assist the office during the interim Sept-Oct. 2021. Qualifies for re-instatement to Warren Co. Civil Service.

Appropriation Code: A. 1410 110 Full Time Salaries as per County Clerk 2021 and 2022 budget. Candidate will begin at entry level \$ 35491. Previous employee earned approx. \$ 46,000 at time of July resignation.

D. Transfer of Funds Outside Object Code: A. 1410 110 FT Salaries to A. 1410 424 Postage : \$ 1500.
Request: To Transfer available funds from FT Salaries to department budget code Postage to correct an anticipated shortfall in Postage for remainder of 2021.

Rationale: At the time of the 2021 Budget approval, committee opted to reduce request for postage by \$ 2000. Committee for both 2021 and 2022 budget planning were advised that a shortfall may occur. The shortfall could be approx. \$ 2600-\$3000 (Oct – Dec 2021) .. As of this time, there are limited funds available for transfer within the current 2021 .4s, thus have been advised to take the potential balance due from County Clerk FT Salaries A. 1410 110 – approx. \$ 1500.

IV. Discussion: Reconfiguration of Warren County Clerk's Office Organizational Chart and Positions.

Request: The County Clerk requests the opportunity to examine current subordinate positions within the office structure with the anticipation of consolidating under a single title. This examination would occur over the next 2 months and would be presented at the Jan-February 2022 Gov't Ops Committee.

Rationale: The Warren County Clerk's Office has an organizational structure consisting of Clerk, Deputy, Senior Staff (Records Manager, Sr. Legal Recording) and 6 subordinate FT positions/3 separate titles of: Legal Recording Clerk, Recording Clerk, and Assistant Records Manager. Unit Assignments do vary, but all workflow originates with the same documents recorded, filed or serviced within the office of the County Clerk. Employees within the positions are often required to perform certain duties above the initial entry, ie: more complex, confidential, supervisory duties.

The office has discussed, in the past, consolidating the subordinate positions into one title with separate levels (I,II, III) to address higher level assignments (in the manner most recently done by the DA and IT departments). Given the recent vacancies and the need for testing (no eligible list exists), it is appropriate to re-evaluate our structure at this time.

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

Attachments:

Resolution Form # 11: Create New Position/Delete

Notice to Fill: Legal Recording Clerk

Notice to Fill – Extension due to Expiration 1/19/2022 and original NTF: Legal Recording Clerk

Organizational Chart (current)

1340 STATE ROUTE 9 • LAKE GEORGE, NY• 12845

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

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk

DATE: 11/15/2021

- (a) Title of Requested Position: **Legal Recording Clerk # 2**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 7, \$ 35491 (2021)**
- (c) Effective Date for New Position:* **12/20/21**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Recording Clerk # 2 Grade 7 entry (2022 salary would have been \$ 42477)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A. 1410 110 Full -time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
All services and dtuies performed by County Clerk's Office are part of statutory mandate to provide such services.
- (h) Is there expected revenue from this position? If so, please explain:

The County Clerk's Office is a revenue generating office: Legal Recording Clerks process all transactions submitted to the County Clerk for recording or filing and collect and calculate all required fees and taxes; generate all receipts for daily reconciliation. Fees are set by NYS Law and US Dept of State. Failure to fill all necessary positions has a negative impact on legal and fiscal mandates imposed on the Office of the County Clerk.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION Extension

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 (EXTENSION) Base Salary of Position: \$36414 35491 Grade: 7
Filling at Step # (If Known): entry
Budget code and title: A.1410 110 Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: # 11984 / Baker Date of Vacancy: 7/5/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other: 100% % Clerk revenue supports staffing.

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. OK 11/16/21
Human Resources Director has approved this form when initialed. 11/16/21

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 11/16/21

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 11/16/21

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 [Signature] Date 12/15/2021

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 # 2 (fka Recording Clk # 2) Base Salary of Position: \$ 35491 Grade: 7
Filling at Step # (If Known): presumed entry level.
Budget code and title: A.1410 110 Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: Date of Vacancy: 12/20/21
Is this position mandated? [X] Yes [] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal % [] State % [X] Other 100 %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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.
Human Resources Director has approved this form when initialed. [Signature] 11/19/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] 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 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Governmental Operations + Advocacy
[X] 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 12/15/2021

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 Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #11984 Baker Date of Vacancy: 7/5/2021
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. 7/11/21
Human Resources Director has approved this form when initiated. 7/14/21

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 7/7/21

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 7/14/21

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 [Signature] Date 7/19/21

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Clerk

SIGNED: *Amanda Vogel*
County Clerk

DATE: 11/22/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410 110	Full Time Salaries	A. 1410 424	Postage	\$ 1500

Please state reason for transfers requested: To correct a shortfall in anticipated postage expenditures caused by reduction in 2021 budget.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

County Clerk

