

THE OFFICE OF THE WARREN COUNTY CLERK

Pamela J. Vogel, County Clerk

Legislative, Rules, & Governmental Operations – County Clerk/DMV June 30, 2022 – 9am

Committee Members: Supervisors Strough (Chair), Driscoll, Conover, Frasier, Thomas, McDevitt, Seeber. Chairman Geraghty will 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:

1.) **Create New Position: Legal Recording Clerk #1 Grade 7 - \$ 35,491 (deleting Recording Clerk # 1 – Grade 7). \$ 36,414.**

Request: Approval to create a new position of Legal Recording Clerk replacing a previously approved, existing position of Recording Clerk # 1.

Rationale: The Clerk requests re-titling of Recording Clerk # 1 to LRC position (eliminates Recording Clerk # 1) in order to fill a vacancy created by resignation and now provisionally filled. Retitling will improve office workflow, correct organizational structure, and allow for more consistent titles in the Clerk's Office. Allows office to use the new Certification of Eligibles for LRC; no list exists for Recording Clerk. Position description is attached. Grade is same: budgeted item also same: Grade 7 \$ 36414.

Budget: Position is funded in 2022 A. 1410 110 Fulltime Salaries. Both position titles are Grade 7. \$ 36,414.

2.) **Notice to Fill: Legal Recording Clerk #1 - Gr. 7, \$ 36,414**

Request: Approval of Notice to Fill for Legal Recording Clerk # 1 (fka Recording Clerk #1); Essential position in Warren County Clerk's Office. Legal Recording Clerk replaces the position of Recording Clerk which was vacated last Aug., filled provisionally.

Rationale: Position is complex and essential to services provided by statute for the Clerk's Office. Position Description attached. Retitling of position allows for improved workflow, correct organizational structure and salary schedule (no change) and consistent titles.

Method of Hire: Certification of Eligibles – from test Feb. 19, 2022. Now available.

IV. Discussion/Review: **Financial/Mortgage Tax Data:** As per Local Law 2 of 2020, As identified on Receipt & Disbursement Detail.

Jan. 2021:	\$ 103,727.80 Local	Jan. 2022:	\$ 142,793.30 Local
	\$ 102,803.77 Additional		\$ 136,665.48 Additional
Feb. 2021:	\$ 108,026.44 Local	Feb. 2022:	\$ 110,197.82 Local
	\$ 102,585.26 Additional		\$ 106,208.46 Additional
Mar. 2021:	\$ 127,149.91 Local	Mar. 2022:	\$ 161,682.50 Local
	\$ 120,813.07 Additional		\$ 156,933.50 Additional
Apr. 2021	\$ 124,867.16 Local	Apr. 2022	\$ 124,855.59 Local
	\$ 119,490.68 Additional		\$ 121,414.75 Additional
May 2021	\$ 123,717.22 Local	May 2022	\$ 130,571.00 Local
	\$ 117,921.09 Additional		\$ 123,857.67 Additional

Note: Local Law 2 of 2020 expires Dec. 1, 2023; County procedure to renew begins by Jan. 2023.

- V. Referrals/Pending Items: None
 - VI. Privilege of Floor
 - VII: Motion to Adjourn
- Attachments: Resolution, Notice to Fill, Financial Report – 2022

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk

DATE: 6/14/2022

- (a) Title of Requested Position: **Legal Recording Clerk**
- (b) Annual Base Salary (and Grade if Applicable): \$ **36,414**
- (c) Effective Date for New Position*: **July 2022**
**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 # 1
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1410 410 County Clerk Full Time Salaries \$ 36,414
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
Clerk's Office is a constitutional office with statutory responsibilities - service to public.
- (i) Is there expected revenue from this position? YES NO
If, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:
Positions in the County Clerk provide essential services to the public and are responsible for collection of all statutory fees. Revenue generated and retained by Warren County - \$3-4 million annually.

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 electronic submissions; 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 including electronic submissions 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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of real property terminology and recording procedures;
Good knowledge of office terminology and office equipment;
Good knowledge of 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 use computer applications such as spreadsheets, word processing, e-mail and database software;
Ability to deal effectively with the public with tact and courtesy.

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

- a.) An Associate's Degree or higher, OR
- b.) 2 years full-time paid clerical experience working with legal instruments, records and/or case files which must have included typing and the use of personal computer and common applications as a major function of the job.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

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: \$ 36414 Grade: 7
Filling at Step # (If Known): entry
Budget code and title: A.1410 110 County Clerk FT Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____% Rev Generating Dept.

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. 2022/6/15/22
Human Resources Director has approved this form when initialed. 1/3 6/15/22

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 6/15/22

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 6/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Legislative, Rules & Gov. Operations

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 7-15-22

MONTHLY RECEIPTS AND DISBURSEMENTS
 Upper Portion: Receipts (Revenue Receipts); Lower Portion: Disbursements
 Highlighted Portion: Yellow: Disbursed to Warren Co. General fund; Pink: MT Basic to Towns

Jan - May 2022
Co. Clerk

2022 REV.	JUDICIAL	MTG TAX	MTG HOLD	TRANS TAX	REC MGT	E&A	NTY	LGPC	CT & TRUST	1255 FEES	1255 MISC	1255 ADJ	INT-JUD	INT-MT	INT-TT	INT-RM	INT-CC	1259 ONLINE SALES	TOTAL	
JAN	\$21,890.00	\$714,330.25	\$41,227.16	\$373,188.00	\$19,798.00	\$42,176.00	\$920.00	\$0.00	\$5,000.00	\$111,704.73	\$0.00	-\$258.25	\$1.41	\$20.85	\$15.50	\$0.86	\$6.49	\$4,909.20	\$1,334,930.20	
FEB	\$21,200.00	\$534,870.25	\$63,933.75	\$169,209.00	\$17,214.00	\$34,224.00	\$1,120.00	\$0.00	\$1.00	\$105,769.13	\$0.00	\$89.50	\$1.00	\$14.81	\$9.96	\$0.66	\$4.57	\$4,085.20	\$951,746.83	
MAR	\$36,620.00	\$789,177.50	\$67,043.75	\$353,695.00	\$19,969.00	\$41,418.00	\$800.00	\$0.00	\$0.00	\$120,103.74	\$0.00	-\$377.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,942.00	\$1,435,391.99	
APRIL	\$23,805.00	\$610,594.42	\$67,205.00	\$228,084.00	\$15,998.00	\$32,788.00	\$1,080.00	\$0.00	\$0.00	\$111,417.20	\$0.00	-\$264.37	\$0.00	\$18.10	\$4.82	\$0.00	\$0.00	\$5,480.80	\$1,095,210.97	
MAY	\$21,310.00	\$623,794.75	\$61,588.68	\$245,560.00	\$17,100.00	\$36,518.00	\$760.00	\$0.00	\$0.00	\$112,664.18	\$160.00	-\$138.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,726.80	\$1,125,043.91	
JUNE																			\$0.00	
JULY																			\$0.00	
AUG																			\$0.00	
SEPT																			\$0.00	
OCT																			\$0.00	
NOV																			\$0.00	
DEC																			\$0.00	
TOTAL	\$124,825.00	\$3,272,767.17	\$300,998.34	\$1,369,736.00	\$90,079.00	\$187,124.00	\$4,680.00	\$0.00	\$5,001.00	\$561,658.98	\$160.00	-\$948.62	\$2.41	\$53.76	\$30.28	\$1.52	\$11.06	\$27,144.00	\$5,943,323.90	
DISB.	JUD-NYS	JUD-CO	MT-BASIC	MT-LOCAL	MT-ADDL	MT-SP ADDL	MT-HOLD	MT - CO INT	TT-NYS	TT-CO	RM-NYS	RM-CO	E & A	NTY	LGPC	CT & TR	1255/1259 FEES	2401 INT	TOTAL	
JAN	\$19,940.71	\$1,950.70	\$284,030.77	\$142,793.30	\$136,665.48	\$128,153.03	\$63,933.75	\$1.93	\$372,904.75	\$298.75	\$19,798.43	\$0.43	\$42,176.00	\$920.00		\$5,000.00	\$111,446.48	\$6.49	\$1,330,021.00	
FEB	\$19,525.50	\$1,675.50	\$220,395.64	\$110,197.82	\$106,208.45	\$94,971.82	\$67,043.75	\$1.32	\$168,957.98	\$260.98	\$17,214.33	\$0.33	\$34,224.00	\$1,120.00	\$0.00	\$1.00	\$4,909.20	\$4.57	\$4,909.20	
MAR	\$33,695.00	\$2,925.00	\$323,365.00	\$161,682.50	\$156,933.50	\$147,035.25	\$67,205.00	\$0.00	\$353,403.00	\$292.00	\$19,969.00	\$0.00	\$41,418.00	\$800.00	\$0.00	\$0.00	\$105,858.63	\$4.57	\$947,661.63	
APRIL	\$21,830.00	\$1,975.00	\$249,711.17	\$124,855.59	\$121,414.75	\$114,064.32	\$67,770.00	\$1.69	\$227,858.41	\$230.41	\$15,998.00	\$0.00	\$32,788.00	\$1,080.00	\$0.00	\$0.00	\$4,085.20	\$0.00	\$4,085.20	
MAY	\$19,710.00	\$1,600.00	\$258,051.34	\$130,571.00	\$123,857.67	\$113,102.17	\$59,801.25	\$0.00	\$245,302.00	\$258.00	\$17,100.00	\$0.00	\$36,518.00	\$760.00	\$0.00	\$0.00	\$119,726.74	\$0.00	\$1,428,449.99	
JUNE																		\$6,942.00	\$0.00	\$6,942.00
JULY																		\$116,633.63	\$0.00	\$1,095,210.97
AUG																		\$0.00	\$0.00	\$0.00
SEPT	\$114,701.21	\$10,126.20	\$1,335,553.92	\$670,100.21	\$645,079.86	\$597,326.59	\$325,753.75	\$4.94	\$1,368,426.14	\$1,340.14	\$90,079.76	\$0.76	\$187,124.00	\$4,680.00	\$0.00	\$5,001.00	\$112,525.68	\$0.00	\$1,119,157.11	
OCT																		\$5,726.80	\$0.00	\$5,726.80
NOV																		\$160.00	\$0.00	\$160.00
DEC																				\$0.00
TOTAL																		\$588,014.36	\$11.06	\$5,943,323.90

Also to Warren County: Motor Vehicle Use Tax. A. 14101136: 2022 YTD (Jan-May2022)= \$ 139,583.72 (post May 2022)