

Legislative, Rules & Governmental Operations
County Clerk/DMV Agenda
May 30, 2024

COMMITTEE MEMBERS: Supervisors STROUGH, Conover, Wild, Driscoll, Maday, Geraci and Thomas.

- 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. Privilege of the Floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: Creation and funding of a new position in the County Clerk's office – Pistol Permit Clerk.
Rationale: Pistol permit transactions have increased 30% since 2018, and 50% since 2014, and continue to overwhelm our already understaffed office. Lack of staffing has created a significant backlog of unprocessed applications, leading to lengthy delays (currently 6-12 months) compared to neighboring counties' 2-3 months. Adding a Pistol Permit Clerk is essential to aid in tackling this backlog and ensuring timely processing of new applications, restoring efficient service to our residents.
- V. Discussion Items:
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution request #10
2. Resolution request #11

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk

DATE: 5/14/2024

- (a) Title of Requested Position: **Pistol Permit Clerk**
- (b) Annual **Base** Salary (and Grade if Applicable): **44,729 ; Grade 8**
- (c) Effective Date for New Position*: **7/1/2024**
**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):
N/A
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
- (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:
- (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:

PISTOL PERMIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position performs a variety of clerical tasks relating to the processing of pistol permit applications and related recordkeeping maintenance. Additionally, the incumbent may perform assigned tasks involving other legal recording matters/duties in the County Clerk's Office. The work is performed under a higher-level supervisor allowing for independent judgment in accordance with prescribed policies and procedures. Incumbents may also lead and guide lower level clerical staff in the performance of described tasks or specialized projects. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs tasks relating to processing of applications for pistol permits and related recordkeeping processes/maintenance;

Prepares and types correspondence and reports, makes appointments, sets up calendar dates, receives phone calls and other routine office tasks;

Assists applicants in completing the application and answers questions about the application;

Interviews applicants, collects fees, performs applicant fingerprinting and photo-taking tasks;

Inputs and enters pistol permit data and information into a computerized records system;

Prepares and submits files/documents for Sheriff's Office review, investigation, approval and/or disapproval;

Inputs and maintains records of all pistol permit processes performed for each applicant;

Advises interested parties about pistol permit issuance procedures by telephone or written correspondence;

Maintains records of all pistol permits issues and all changes in pistol ownership;

Prepares reports relating to pistol permit issuance;

Participates in the entry and maintenance of all pistol permit data and information into a computerized records system;

Tracks a variety of Pistol Permit application process requirements, documents progress relating to each requirement and reports problems to supervisor;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs tasks relating to other legal recording matters and duties in the County Clerk's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the law and regulations governing the issuance of pistol permits;

Good knowledge of business arithmetic and English;

Ability to understand and carry out complex written and oral instructions;

Ability to handle administrative details independently;

Ability to establish and maintain effective working relationships;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to maintain confidentiality of sensitive information, cases and files;

Accuracy; dependability, tact and courtesy.

MINIMUM QUALIFICATIONS:

- 1) Bachelor's degree in business administration, paralegal studies, criminal justice or related field;
- 2) Associate's degree in business administration, paralegal studies, criminal justice or related field and one year of office clerical experience which shall have included maintaining electronic records or spreadsheet applications as a major function of the position; or
- 3) Graduation from high school or a high school equivalency diploma and three years of office clerical experience which shall have included maintaining electronic records or spreadsheet applications as a major function of the position.

WC: 2024

JC: Competitive

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Clerk

SIGNED:

DATE: 5/14/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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	A.1410 110	Salaries-Regular	\$45,000

Please state reason for transfer request:

Creation and funding of a new position - Pistol Permit Clerk

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