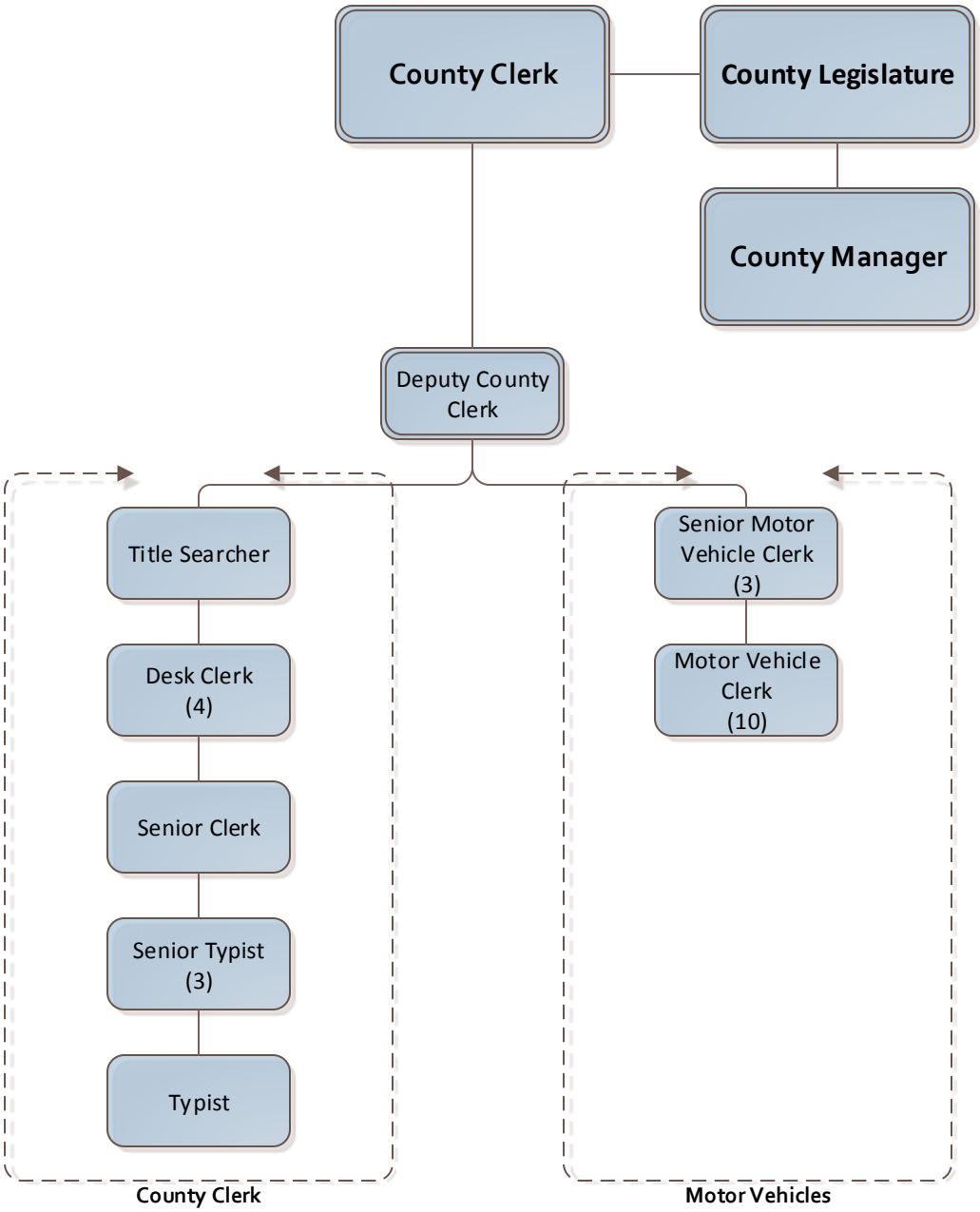
County Clerk



County Clerk – Key Duties of Staff

County Clerk

- Elected official responsible for oversight of Registrar functions for the County, including administering oaths of office, recording/filing and indexing deeds, mortgages, mortgage assignments and satisfactions, oil and gas leases, survey maps, oaths of office for county officials, notary oath and signature cards, corporations, DBA documents, liens, and other related materials;
- Clerk of Supreme and County Courts;
- Maintains files used continually by attorneys and the public in checking real estate titles, criminal convictions, and other legal records;
- Computes and collects mortgage tax and transfer tax;
- Receives and records revenue from mortgage tax fees, motor vehicle fees, casual sales tax, and deed and transfer tax fees;
- Maintains judgment dockets, and records of monies paid or ordered to be paid into Court;
- Manages the pistol permit application process;
- Records military discharge papers and provides certified copies upon request;
- Serves as agent to the Commissioner of NYS Department of Motor Vehicles and oversees the operation of local DMV offices.

Deputy County Clerk

- Acts as the County Clerk's personal agent in the conduct of the affairs and business of the Registrar's section and the Supreme and County Court section of the County Clerk's Office and the local DMV offices;
- Oversees, reviews and supervises the work of subordinate employees involved in the receipt for legal recording of a wide variety of documents including deeds and mortgages, survey maps, notary oath and signature cards, DBA documents, certificates of incorporation, consolidated liens (includes mechanics and federal tax liens, building loan agreements, and notices of lending), lis pendens, and miscellaneous documents such as coroners and autopsy reports, bonds, public welfare liens, assignments of wages, oaths of offices, crime victims claims, and military honorable discharges;
- Oversees and personally participates in the process of computing and collecting fees for document processing and recording;
- Oversees the collection, recording and depositing of monies received, performs and/or approves all associated record keeping, and reports to the Commissioner of Finance regarding monies received;
- On behalf of the County Clerk, independently conducts correspondence and provides information regarding matters with which the office is involved;
- On behalf of the County Clerk, prepares and files required periodic reports on the varied activities of the Office of the County Clerk.
- Maintains records of monies and fees received and makes bank deposits into appropriate accounts.

County Clerk

Title Searcher

- Researches information for and prepares abstracts of property titles for both government departments and the public;
- Traces the method of transference to the present owner by searching and abstracting all legal records that may affect title;
- Traces the claim of title by deed back to the earliest deed indicated as the beginning of the search;
- Searches records of wills and estates in Surrogate Court;
- Searches records of taxes, tax sales, and assessments in government offices;
- Reviews and checks typed abstracts and prepares maps as required;
- Assists in the other work of the office such as accepting documents for recording and filing, serving patrons of the office, and entering documents in books and indices.

Desk Clerk (4 Positions)

- Receives legal documents and court papers from the public and reviews those papers for completeness and accuracy;
- Files, enters or records documents received and makes and certifies copies of documents when requested;
- Searches indices of legal instruments and various documents contained in the County Clerk's Office to find answers to questions from the general public asked both in person and by telephone;
- Accepts passport applications; issues Veterans' Peddler licenses
- Computes and collects prescribed fees, Mortgage Taxes and Real Estate Transfer Taxes;
- Maintains records of monies and fees received and makes bank deposits in appropriate accounts;
- Post charges to and balances accounts maintained with the County Clerk's Office and records payments when received;
- Compiles and maintains a variety of records and reports.

Senior Clerk

- Maintains personnel records and prepares payrolls;
- Collects and compiles statistics and other related information;
- Processes, checks, codes, and files requisitions, claims, vouchers, bills, and receipts;
- Collects fees and accounts for monies received;
- Maintains continuing property records;

- Issues and records receipt of applications, licenses and permits;
- Checks forms, documents, reports, and records for clerical accuracy, completeness, and proper extension;
- Processes, sorts, indexes, records, and files a variety of forms and other items such as control records and reports.

Senior Typist (3 Positions)
- Operates keyboarding, data entry, calculating, and other office machines;
- Answers telephone and gives out routine information;
- Conducts routine correspondence;
- Performs a variety of responsible clerical duties;
- Types/enters a variety of materials working from rough draft or from data personally developed;
- Assigns, reviews, and records work done by subordinates;
- Oversees and participates in the preparation, review, proofing, processing, indexing, sorting, recording, and filing of a variety of records, reports, and accounts;
- Maintains personnel records and prepares payrolls.

Typist
- Performs keyboarding, sorts, indexes, and files mail, requisitions, ledger cards, and other material;
- Pulls material from files, makes simple file searches, and maintains charge-out records;
- Performs keyboarding for records, reports, payroll data, and communications and checks for clerical accuracy, completeness, and proper extension;
- Types materials from copy, rough draft, dictating machine tapes, and other detailed instruction;
- Answers telephone and gives out routine information;
- Greets visitors to the department/unit, ascertains their business, and either provides information or refers to more appropriate personnel;
- Operates a variety of office machines including photocopiers, calculators, computers, typewriters, and fax machines.

Motor Vehicles

Senior Motor Vehicle Clerk (3 Positions)
- Supervises the review and processing of applications for all types of licenses and registrations;
- Supervises the processing of data through a computer terminal;

- Plans, assigns and supervises the work of all subordinate employees and trains new employees in the proper methods of performing duties;
- Performs account keeping and banking duties for all fees, receipts and monies processed through the office;
- Compiles information for and prepares reports for submission to the State Department of Motor Vehicles;
- Balances applications against fees received and prepares daily summary reports of all transactions;
- Interprets motor vehicle laws and regulations and answers requests for information received in person and by telephone;
- Supervises the scheduling of road and written tests and oversees the administration of vision and written tests;
- Supervises the receipt, counting and storing of license plates, tabs, forms and other supplies.

Motor Vehicle Clerk (10 Positions)

- Reviews and processes applications for all types of motor vehicle licenses and registrations;
- Checks supporting documents such as proof of ownership, proof of age, conviction record, record of mental or physical illness, insurance coverage, vehicle inspection, etc. for adequacy and completeness of information required;
- Verifies data from original documents and performs keyboarding for input of the data into central computer system for processing;
- Requests additional data from applicant if central computer is unable to process transaction;
- Determines type or cause of malfunction or rejection response and takes appropriate action;
- Computes, receives and accounts for license and registration fees, and, where applicable, vehicle sales taxes;
- Balances cash and check amounts received with issuances daily;
- Conducts written, vision, and road sign tests and schedules road tests;
- Receives, counts, and stores license plates, tabs, forms, and other supplies;
- Assists in the compilation of receipts, expenditures, and reports for submission to the state Department of Motor Vehicles;
- Assists applicants in the proper completion of forms and answers routine requests for information.