

EXECUTIVE DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for directing the daily administrative operations of the Office of the County Clerk. Responsibilities involve personnel and payroll management, budget preparation, purchasing, and the accounting and financial operations of the Department. Latitude is given for the exercise of independent judgment in the absence of the Assistant to the County Clerk and/or County Clerk. Supervision is exercised over professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Serves as advisor to the County Clerk on all matters pertaining to the administrative and financial operations of the department;

Participates in and directs the preparation of the department's annual budget;

Directs the preparation of statistical and operational reports for each of the divisions of the office to analyze operations and to recommend the most cost effective and efficient use of resources;

Prepares analytical reports for managerial use to enable the assessment of operations on a continuing basis;

Supervises the recruitment, selection, promotion, demotion, etc., of personnel to ensure that procedures are in accordance with Civil Service Law and Westchester County Personnel Policies and Procedures;

Consults with division heads on matters concerning personnel, budgeting and purchasing problems;

Ensures that proper financial recording and reporting procedures are established and maintained for fees collected from the various divisions in the department;

Advises employees on matters pertaining to their employment;

Represents the Assistant to the County Clerk and/or the County Clerk as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques; thorough knowledge of the legal basis for the department's organization and administration, including civil service and personnel procedures; good knowledge of administrative reporting and control procedures associated with budget, personnel, purchasing and statistics; ability to supervise the work of others; ability to work effectively with a wide variety of administrative and clerical personnel in carrying out the administrative policies of the department; ability to delegate responsibility effectively; initiative in recommending needed policy review or revision and in working out procedural changes within existing

policy to provide more effective and economical service; good judgment in carrying out the administrative programs supervised; tact; physical condition commensurate with the demands of the position.

EXECUTIVE DEPUTY COUNTY CLERK

Page 2

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* and five years of administrative experience dealing with personnel, budgeting, purchasing or finance, two years of which must have been in a supervisory capacity; or (b) satisfactory completion of 30 credits towards a Master's Degree* in Business or Public Administration may be substituted for each year of the experience described in (a) exclusive of the supervisory experience; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J. C.: Exempt†
DRC3

Job Class Code: E0639
J.G. XV