

PROGRAM COORDINATOR (COUNTY CLERK-COURT RELATED FUNCTIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position acts for and on behalf of the County Clerk as "Clerk of the Court" by monitoring and managing the receipt and collection of all court related judgments. The incumbent supervises and monitors the activities of the Legal Division of the Office of the County Clerk by managing and supervising the computerized liberating and indexing of all judgments, liens and legal records. Supervision is exercised over subordinate professional and clerical staff;

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the County Clerk by overseeing the examination and acceptance of all legal documents for filing, recording or submission pursuant to applicable provisions of New York State procedural law;

Manages the computerized liberating and indexing of all judgments, liens and legal records by ensuring that established guidelines and procedures are followed;

Reviews and prepares the budget for the Legal Division for approval by the County Clerk and executive staff;

Oversees the receiving, filing and retrieval of all legal documents for County officials and the public;

Acts as liaison between the Legal Division and the courts as to the content of court orders to ensure that all legal documentation is present;

Manages the filing, retrieval and storage of legal documents and ensures the proper maintenance and security of all legal files;

Responds to inquiries regarding division procedure and policies relating to the filing and entering of judgments, liens and legal records;

Coordinates and schedules divisional staffing to ensure adequate coverage at information counters during employee absences or vacations;

Maintains responsibility for the maintenance and record keeping of all court related and licensing related fees;

Participates in the development and implementation of new computer programs;

Prepares and submits written reports to the County Clerk regarding divisional operations;

Attends meetings and conferences on behalf of the County Clerk;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of New York State Civil and Criminal Procedural Law; thorough knowledge of administrative principles and procedures as they relate to office management; thorough knowledge of legal records management; knowledge of governmental administrative practices relating to organization, policies, budgeting, personnel management, financial and inventory procedures; ability to plan and supervise the work of subordinates; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; thoroughness; accuracy; discretion; tact; resourcefulness; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and six years of experience where the primary function of the position was implementing civil practices, laws and rules (CPLR) in a legal setting, two years of which must have been at an administrative or managerial level.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Public Administration, Business Administration, or towards a Law degree* may be substituted on a year for year basis for up to two years. There is no substitution for the two years of administrative or managerial experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level will be considered in evaluating experience.

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

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J. C.: Competitive
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Job Class Code: C2626
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