

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Sheriff Department – In House Opportunity

Civil Clerk

\$37,705 - \$43,090

DATED: July 19, 2022

LAST DAY FOR FILING: August 1, 2022

EOE

DISTINGUISHING FEATURES OF THE CLASS: This work involves processing civil papers, pistol permit applications and maintaining detailed records of legal civil accounts, permit applications and fees. The work is performed under the general supervision of the County Sheriff. An employee in this class also performs routine clerical duties. Other related duties as assigned by the Sheriff.

TYPICAL WORK ACTIVITIES:

- Reviews incoming civil papers to insure accuracy and completeness of information;
- Reviews incoming pistol permit applications to ensure accuracy and completeness of information;
- Assigns summons and complaints, executions, income executions, notices of garnishee, evictions, show case orders, orders of attachments, petitions and citation to deputy sheriffs for service upon named party, based on geographic area normally patrolled by deputy;
- Determines and calculates serving fees using schedules and figuring poundage fees, makes bank deposits, and keeps ledgers and detailed records of accounts;
- Receives and issues receipts for payments, cash bails, cash fines, state fines;
- Posts dollar amounts to payment sheets, calculates interest charges, and computes new balances;
- Calculates appropriate charges of remittances that have not been received with papers;
- Reviews deputy sheriff's statement of service of civil papers for completeness;
- Reviews incoming pistol permit applications to ensure accuracy and completeness of information;
- Assists the public in the acquisition and proper disposition of firearms;
- Prepares and examines information for processing pistol permit applications;
- Fingerprints applicants in processing pistol permit applications by electronic or ink method;
- Answers telephone providing information;
- Types correspondence and reports from copy and rough draft.
- May perform routine clerical office work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing legal financial accounts and records; working knowledge of legal office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to make arithmetic computations accurately and rapidly; ability to accurately operate an alpha-numeric keyboard, however, speed is not a significant factor; ability to understand and follow oral and written instructions; ability to deal effectively with attorneys and others; clerical aptitude; resourcefulness; accuracy; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year clerical experience.

BACKGROUND INVESTIGATION: Applicants will be required to undergo a State and National Criminal History Background Investigation, which will include a fingerprint check, and investigative background check to determine suitability for appointment. Failure to meet the standards for the background investigation will result in disqualification.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Human Resources Office, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyemployment.com