

Administrative Assistant (County Clerk) – Chautauqua County Government

County Clerk's Office

Chautauqua County Clerk's Office is now accepting applications for an Administrative Assistant (County Clerk) full-time position in the Mayville, NY office. This is a responsible administrative and supervisory position charged with the effective implementation and direction of the County Clerk's Office, including all Sub-Divisions. Under general supervision, the incumbent works within policy guidelines established by the County Clerk, governed by state and federal regulations, with latitude granted for the use of independent judgment in determining operating methods and controls. Supervision may be exercised over the department's clerical and operations support staff, in the absence of the County Clerk and the Deputy County Clerk. Does related work as required. Starting pay is \$26.81/hour.

Typical Duties include:

1. Maintains supervisory control over the operations of the County Clerk's Office in the absence of the County Clerk or Deputy County Clerk;
2. Assists superiors in the formulation of departmental procedures and regulations;
3. Assists in receiving and examining legal documents to be recorded and filed in accordance with established laws, rules and regulations;
4. Reviews recorded and filed instruments of property and business records, civil court records for legal specifications, recorded land records for correct tax collections, etc.;
5. Receives and deposits monies collected by the Clerk's Office and the Motor Vehicles Division;
6. Assists in maintaining and balancing the checking and savings accounts for the County Clerk's Office operations;
7. Prepares monthly reports transmitting fees and taxes to the appropriate agencies;
8. Assists in the preparation of the annual budget for the department as needed;
9. May administer oaths and naturalization procedures;
10. Responsible for proper storage of records received and filed;
11. Sets up meetings, schedules appointments and assists with managing the County Clerk's calendar as needed;
12. Reviews office correspondence and responds to inquiries for information;
13. Performs other related duties as assigned.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Personal Days
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- 13 Paid Holidays
- Vacation & Sick Time
- NYS Deferred Compensation
- Wellness Program

Must Meet Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a Business-related field and three (3) years of experience in the administration of office operations, which must have included supervision of personnel; OR
- B. Graduation from a regionally accredited or New York State registered college with an Associate's degree in a Business-related field and five (5) years of experience as described in (A) above; OR
- C. Seven (7) years of experience as described in (A) above.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and **return it along with copy of your transcripts/degree**, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com