

CIVIL ACCOUNT AND PERMIT CLERK

TOMPKINS COUNTY

Department Sheriff's Department
Classification Competitive
Labor Grade H(8)
Approved _____
Revised 5/91; 9/97; 7/04
By HH, Commissioner of Personnel
BBP Risk Factor _____

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical work primarily involving responsibility for the processing of pistol permits, income and property executions, identification issuance, emergency response guidance, general information and accounting for all money paid into the Sheriff's Office. In addition to these functions, the work also involves receiving payments in person or in the mail and making correct and timely payments of money collected to attorneys, the courts and the County Treasurer. The work is performed under the general supervision of the Executive Assistant to the Sheriff. Moderate interpersonal skills are required. An employee in this class will exercise considerable autonomy and independent judgment in the performance of this work. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Responsible for the processing of civil papers and other clerical functions of the Sheriff's Office;
Operates civil database software to perform routine data entry, generate financial statements for fines, fees for service of executions, track ID card fees collected, and pistol permits;
Maintains manual receipts;
Makes deposits, issues checks, reconciles cash and bank accounts and maintains check ledgers;
Receives executions, assigns numbers, calculates county fees and interest, prepares tab and account sheet and gives executions to Deputies for service and/or mail executions;
Maintains files of income executions served on judgment debtors and prepares execution for service on debtor's employer if debtor fails to respond during the legal time limit;
Processes a monthly check for each attorney and overpayments to debtors;
Assists the civil supervisor in the processing of property executions and public sales as needed;
Distributes pistol permit applications, explains the application procedure, guides the applicant through the process;
Visually checks applicant's physical appearance to verify statements on application, fingerprints the applicant, collects investigation and other fees, registers handguns, completes state paperwork, checks applicant's physical ability to safely use a handgun, verifies statements on the application, verifies previous application status;
Takes fingerprints and requests fingerprint searches from Albany and the FBI and checks with local agencies concerning criminal records of applicants;
Checks with local agencies concerning criminal records of applicants;
Contacts individual applicants in the event that their permit has been revoked or suspended and confiscates any or all handguns;
Operates an electronic identification processing system, photographs applicants, contacts applicant's employer to verify employment, verifies the applicant's address and examines physical proofs of identity such as birth certificates, citizenship documents and social security cards;
Contacts persons named as character references for confirmation of statements in the application;
Checks State and local records to determine if applicant has previously had an application for a pistol permit denied or had a permit revoked;

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CIVIL ACCOUNT AND PERMIT CLERK (CONTINUED)

TYPICAL WORK ACTIVITIES (CONTINUED):

Maintains ledger for each attorney, recording attorney's share of payments received from judgment debtors and prepares a monthly check for each attorney;
Types travel authorizations, workers compensation forms, annual report, personnel transaction forms (MSD-428), monthly work schedule and correspondence;
Generates reports as directed;
Deals diplomatically and effectively with the public in order to maintain the highest level of customer service;
Addresses citizen questions such as safety concerns, towed vehicles and emergency medical services;
Purchases uniforms and equipment, and maintains an office inventory by appropriately ordering paper, office supplies and any other materials necessary to the efficient functioning of the Sheriff's Office;
May assist Administration in budget preparations;
May notarize affidavits of service of summonses, statements for investigators and a variety of other forms (if licensed as a notary).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods and procedures used in keeping and checking financial accounts and records;
Good knowledge of office terminology, procedures, equipment, software, business arithmetic and English;
Working knowledge of the sections of Civil Practice Law and Rules relating to property and income executions;
Working knowledge of Federal and State laws;
Ability to maintain accurate records and accounts;
Ability to accurately operate an alphanumeric keyboard (speed is not a factor);
Ability to organize and analyze data and to prepare records and reports;
Ability to understand and implement oral instruction or written directions;
Ability to deal diplomatically and effectively with the public;
Ability to perform close detailed work involving moderate visual effort and strain;
Good judgment, mental alertness, neatness, integrity, tact and courtesy are required;
The employee's physical condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or N.Y.S. registered college with an associates degree in accounting; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience, one year of which must have been in accounting or account keeping; **OR**
- (c) Four years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience, one year of which must have been in accounting or account keeping; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

NOTE: Four credit hours of accounting at a regionally accredited or N.Y.S. registered college or university may be substituted for one year of experience in accounting or account keeping.