

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 2508100***

<b>Business Document Specialist 1, Grade 9</b>	<b>2508100</b>
<b>Business Document Specialist 2, Grade 11</b>	<b>2508200</b>
<b>Business Document Specialist 3, Grade 14</b>	<b>2508300</b>
<b>Business Document Specialist 4, Grade 17</b>	<b>2508400</b>
<b>Business Document Specialist 5, Grade 20</b>	<b>2508500</b>

Brief Description Of Class Series

Business Document Specialists review and approve documents and provide information to a variety of individuals on matters related to the State's Business Corporation Law and related laws, including such business matters as certificates of incorporation, application for authority, certificate of dissolution, articles of organization for a limited liability company, and certificates of change and amendment.

These positions are classified only in the Department of State.

Distinguishing Characteristics

*Business Document Specialist 1:* entry level; assigned to information and/or customer service activities; provides information on business entities and the Business Corporation Law and related laws to the public; determines name availability; and collects and accounts for fees.

*Business Document Specialist 2:* full performance level; assigned to corporation and business entity filings; provides technical assistance to individuals and reviews documents filed under the corporation laws, partnership law, limited liability company law and related miscellaneous laws.

*Business Document Specialist 3:* first level supervisor; supervises a team of lower level Business Document Specialists and support clerical staff; and reviews the most complex documents such as mergers, stock changes and not-for-profit certificates filed under the corporation laws, partnership law, limited liability company law and related miscellaneous laws; and reviews and accepts service of process against corporations and business entities.

*Business Document Specialist 4:* second level supervisor; oversees two or more sections headed by Business Document Specialists 3; and provides high level legal and/or business expertise to individuals.

*Business Document Specialist 5:* third level supervisor; oversees two or more sections headed by Business Document Specialists 4; plans, organizes and coordinates the work of a number of inter-related functions; and develops and implements procedures.

### Related Classes

Licensing Services Clerks provide information on licensing and registration requirements for the occupations regulated by the Department of State, and review applications for conformance with statutes and Department policies and procedures.

Business Services Specialists locate and develop small businesses for the legally blind; and supervise such individuals to ensure that their businesses conform to accepted practices, State and federal guidelines, and the policies of the Commission for the Blind and Visually Impaired.

### Illustrative Duties

#### *Business Document Specialist 1*

Under the supervision of a Business Document Specialist 3, uses computers to search and extract information from the Corporations Division's records and uses the data to assist customers and/or their representatives; explains what information is on file and what it means; searches existing records to determine name availability for corporations, limited liability companies and limited partnerships; determines whether names contain prohibited words or phrases, and refers customers to appropriate agencies to obtain consents for the restricted words or phrases; directs customers and/or their representatives to the section of law governing an activity for clarification on agency requirements or assistance in preparing documents; answers questions regarding certificates of assumed names, filing and service fees, filings under the Uniform Commercial Code, Trademarks, Servicemarks, Apostiles and Games of Chance; collects fees and accounts for all work and fees processed each day; answers routine questions and requests for records by attorneys, paralegals, and their staff; refers inquiries that fall outside the responsibilities of the Division of Corporations to appropriate sources.

#### *Business Document Specialist 2*

Under the supervision of a Business Document Specialist 3, reviews certificates for compliance with laws; determines the applicable section of law of the filing based on the purpose of the entity, or in case of a secondary filing, by the statute under which the corporation or business entity is formed and the nature of the intended action under review; ensures that all required consents from other State agencies accompany a proposed filing before it is accepted; prepares written correspondence to explain

problems or filing deficiencies to customers or their representatives; returns deficient certificates to the applicants or their representatives for correction; answers more difficult questions and requests for records by attorneys, paralegals, and their staff; explains statutory requirements and defends the agency's policies and procedures regarding these requirements; calculates tax on shares for initial corporation filings; and creates computerized index record for all filings.

#### *Business Document Specialist 3*

Under the supervision of a Business Document Specialist 4, reviews the most difficult certificates (e.g., mergers, stock changes, not-for-profit) filed under a variety of laws; accepts service of process; provides technical assistance to customers; corresponds with attorneys, paralegals and their staff to resolve compliance issues with the State's Business Corporation Law and related laws; supervises Business Document Specialists 1 and/or Business Document Specialists 2, and clerical staff; assigns work to staff; follows up to ensure that work is performed accurately, timely and in accordance with rules and procedures; and evaluates staff and initiates corrective action as necessary.

#### *Business Document Specialist 4*

Under the supervision of a Business Document Specialist 5 or the assistant director of the Corporations Division, directs work activities in assigned sections by monitoring productivity and arranging for necessary resources; analyzes operations to ensure work flows smoothly and is performed accurately, timely and in accordance with rules and procedures; reviews the effectiveness of subordinate work units and recommends changes; analyzes data trends on requests and compliance questions brought by attorneys, paralegals and the business community for the State's Business Corporation Law and related laws; reassigns work and staff as necessary to meet goals; evaluates subordinates and initiates training as necessary; acts as primary liaison with program counsel and management on complex filing issues; serves as liaison with information technology staff on the development, testing and maintenance of computer applications; prepares written correspondence to explain problems or filing deficiencies to customers or their representatives, and to clarify and defend agency procedures and policies; and supervises and coordinates the activities of Business Document Specialists 3.

#### *Business Document Specialist 5*

Under the supervision of the assistant director of the Corporations Division, coordinates the activities of units headed by Business Document Specialists 4; prepares justification for additional resources, including equipment and staff, for review by division managers; prepares budget request for units; reviews enacted legislation to determine the impact on operations; recommends changes in business processes and procedures in response to attorney and business compliance concerns for the State's Business Corporation Law and related laws; develops procedures to deal with

legislative and policy changes and implements them through subordinate supervisors; ensures that subordinates are adequately trained, developed and evaluated; coordinates activities for the development, testing and maintenance of computer applications; and supervises Business Document Specialists 4.

### Minimum Qualifications

#### *Business Document Specialist 1*

Promotion: Satisfactory completion of the one-year traineeship for Business Document Specialist Trainee.

#### *Business Document Specialist 2*

Promotion: One year of permanent competitive service as a Business Document Specialist 1.

#### *Business Document Specialist 3*

Promotion: One year of permanent competitive service as a Business Document Specialist 2.

#### *Business Document Specialist 4*

Promotion: One year of permanent competitive service as a Business Document Specialist 3.

#### *Business Document Specialist 5*

Promotion: One year of permanent competitive service as a Business Document Specialist 4.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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