



JOB DESCRIPTION

JOB TITLE:	Chief Deputy Recorder	FLSA:	Non-Exempt
DEPARTMENT:	Recorder	GRADE:	M1
REPORTS TO:	County Recorder	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for assisting in the supervision of operations and staff related to County Recorder's Office services; acts for County Recorder in their absence.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; and contributes toward employees annual performance evaluations. -
- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Assists in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Performs difficult, complex and technical recordation work; provides advice and technical assistance to staff; reviews work to ensure quality control and correspondence with legal requirements.
- Examines various legal documents for sufficiency, completeness and adherence to laws, codes and recording requirements; examines survey and mining maps for recording requirements.
- Administers the receipt, deposit and balancing of daily monies received by the department
- Performs recordation duties as required; balances daily and monthly recording reports, sends deposits to Treasurer's Office; audits check receipts
- Enters information into an automated system for permanent indexing; records such elements as date, fees, transfer taxes, document numbers, names and addresses; indexes for retrieval as appropriate.
- Conducts and ensures proper audit and processing of documentation by comparison to original source documents; validates indexing and document code accuracy; amends and updates databases as required.
- Explains recording requirements to the public,

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



CHIEF DEPUTY RECORDER

ESSENTIAL FUNCTIONS: (continued)

- Performs a variety of general office support duties such as filing, answering telephone inquiries, typing correspondence, opening, handling, and distributing mail; and reproducing copies of various documents, including parcel maps.
- Establishes and maintains regular schedules for filming/scanning of documentation.
- Researches operational and administrative problems, legislative actions and other matters effecting the Recorder's activities; evaluates alternatives, recommends solutions, and implements adopted changes
- Compiles operational, budget and other statistical data and information, maintains various records and prepares periodic and special reports.
- Performs significant administrative support and/or coordinative work for the County Recorder; acts as liaison between the County Recorder's department and other County departments and related public agencies.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND four (4) years of public agency recordation operations experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training.
- Financial record keeping and bookkeeping practices and techniques.
- Correct business English, including spelling, grammar and punctuation.
- Codes, policies and procedures regarding the recordation of legal documents.
- Records management and indexing systems.
- Personal computers utilizing standard and specialized software applications.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.



CHIEF DEPUTY RECORDER

QUALIFICATIONS: (continued)

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Answering questions, advising staff, and providing effective customer service.
- Reviewing detailed documents for completeness, accuracy and compliance with regulations.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Performing accurate arithmetic calculations.
- Working without close supervision in standard work situations.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License
- May require Notary Public certification
- May require certifications related to specific duties

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate [in](#) over the telephone.