

Jurisdictional Class: Competitive
Adopted: September 23, 1992
Revised: August 19, 2011

SENIOR RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for planning and overseeing a variety of legal document processing and recording activities, and independently performing the more difficult and responsible phases of such work. The position acts as Deputy County Clerk and is authorized to act generally for and in place of the County Clerk for the Records Division of the office and, as such, has responsibility for overseeing the delivery of services and proper processing of official documents and papers. As Deputy County Clerk, duties also include responsibility for developing and recommending adoption of internal policies and procedures to provide and maintain the efficient operation of the Records Division. The incumbent is also required to act for the County Clerk during his/her absence. The work is performed under general supervision of the County Clerk and in accordance with specific laws, office policies, and procedures applicable to the County Clerk's Office with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Difficult technical or policy problems may be referred to County Clerk for decision or review of judgment where recommendations are initiated. Supervision is exercised over the work of a small number of clerical subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as Deputy County Clerk for the Records Division of the County Clerk's Office, overseeing the delivery of services and proper processing of official documents and papers;
Develops and recommends adoption of internal policies and procedures to provide and maintain the efficient operation of the Records Division;
Acts for the County Clerk during his/her absence;
Operates a computer in performing some of the duties listed below:
Plans, assigns, and reviews the processing, indexing, recording, and filing of a wide variety of legal instruments and instructs employees in the specialized details of the work;
Oversees and assists in the computations and collection of recording fees or taxes for a variety of legal documents and in the issuance of stamps or receipts and accounting for monies received;
Supervises and assists in the examination of a wide variety of legal instruments for correctness and completeness and to determine recordability;
Supervises and assists in conducting searches for documents or recorded data as requested by the public;
Supervises and assists in the issuance of conservation licenses and collection of fees;
Conducts correspondence and answers telephone requests on matters where policy and procedure are well defined;
Assists in preparation of court calendars and related activities;
Examines mortgages, determines taxes involved, collects taxes, and enters necessary recording data;
Prepares bureau bank deposits for monies received and keeps related records;
Assists superior in the preparation of annual budget, collection of data, compiling of statistics, and solution of personnel problems.

Senior Recording Clerk

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the regulations, rules, laws, and policies governing the recording and indexing of deeds, mortgages, and other legal documents filed or recorded in the office of the County Clerk;

Good knowledge of office terminology, procedures, and equipment;

Good knowledge of business arithmetic and English;

Ability to operate a computer;

Ability to plan, assign, and supervise the work of others;

Ability to deal effectively with the public;

Ability to prepare correspondence and reports;

Sound judgment in solving moderately complex clerical problems;

High degree of accuracy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of progressively responsible clerical experience working with legal instruments and records in a department of municipal government, law office, or title company, * involving the use of typing, data entry and/or computer input.

NOTE: Secretarial training beyond high school may be substituted for clerical experience on a year-for year basis for a maximum of two (2) years.

***NOTE:** Satisfactory completion of a high school course in typing, data entry, or computer will satisfy this requirement.