



**NOVEMBER 2016**  
**FLSA: EXEMPT**  
**Bargaining Unit: UM**  
**JCN: 0151**

## **ASSISTANT COUNTY RECORDER CLERK**

### **DEFINITION**

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for all functions and activities of the County Recorder Clerk Department related to the examination, photo reproduction, recording, and indexing of a wide variety of legal documents; performs complex and technical work related to the recordation of such documents; provides highly responsible and complex professional assistance to the County Recorder/Clerk; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the County Recorder/Clerk. Exercises general direction and supervision over supervisory technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is an assistant department director classification that oversees, directs, and participates in the day-to-day activities and staff in the Clerk Recorder Department. The incumbent assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other County departments and public agencies.

This class is distinguished from the County Recorder/Clerk in that the latter is an elected official accountable for all County recordation and related functions.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Provides responsible assistance and support to the County Recorder/Clerk with a variety of administrative and management functions as assigned.
- Assists in the development and implementation of goals, objectives, policies, internal controls, procedures, and work standards for the department.
- Assists in managing and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, motivates, and evaluates the work of department personnel, provides direction or coordinates staff training, works with employees to correct deficiencies and implements discipline and termination procedures as required.
- Plans, manages, and oversees the daily functions, operations, and activities of the technical and administrative support staff in the Recorder Division.
- Participates in the hiring of assigned staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary actions and other personnel decisions.
- Determines work schedules and authorizes leaves, ensuring the effective, efficient, and timely completion of work.
- Analyzes the more complex legal documents for adherence to legal codes and recording requirements.

- Monitors current status of laws and proposed legislation affecting recordation and retention of documents; determines the impact of changes on operations and communicates these changes to staff and other affected departments.
- Oversee and operate the Electronic Recording function for documents.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; negotiates and resolves significant and controversial issues.
- Researches, prepares, reviews, and maintains a wide variety of written and computerized reports and records; organizes and directs the maintenance of departmental files.
- Prepares the accounting of collections, transfer tax, and vital statistics; directly bills the public and companies receiving services and supplies.
- Develops, recommends, and implements improved operating procedures, forms, and work processes.
- Attends and participates in professional group meetings.
- Acts as the County Recorder Clerk on a relief basis.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Applicable federal, state, and local laws, codes, and regulations governing the recording of legal documents.
- Advanced principles and practices of official filing, recording, and issuance of legal documents and property transfers, including title search techniques.
- Public agency budgetary, contract administration, countywide administrative practices; general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment review, and evaluation, discipline, and the training of staff in work procedures.
- Legal codes, terminology, and recording procedures and requirements.
- Practices and procedures of document recording.
- Recordkeeping, report preparation, and filing systems and methods.
- Business arithmetic, including percentages, and decimals.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Assist in providing administrative and professional leadership and direction for the division and the County.
- Assist in preparing and administering budgets; allocate limited resources in a cost effective manner.
- Understand, interpret, and apply all pertinent federal, state, and local laws, rules and regulations,

- policies, and procedures pertaining recorder and indexing.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Organize and prioritize work, meet critical time deadlines, and following up on assignments with minimal supervision.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, contractors, vendors; and various business, professional, regulatory, and legislative organizations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Bachelor's degree from an accredited four-year college or university with major coursework in business or public administration or a related field, and five (5) years of increasingly responsible experience in a Recorder's Office or related field, including at least three (3) years in a supervisory capacity.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.