



RECORDER DOCUMENT EXAMINER/INDEXER I/II

DEFINITION

Under immediate and general supervision, performs the routine duties related to the processing, recording, and indexing of legal documents pertaining to real and personal property, and vital records; provides information to visitors to the Recorder's Office in person and by telephone; performs responsible office support duties adhering to legal codes and legal recording requirements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate and general supervision from the Recorder-Clerk Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Recorder Document Examiner/Indexer I: This is the entry-level classification in the Recorder Document Examiner/Indexer series. Initially under close supervision, incumbents learn and perform a variety of routine duties in the examination, processing, and recording of legal documents and vital statistics. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Recorder Document Examiner/Indexer II: This is the fully qualified journey-level classification in the Recorder Document Examiner/Indexer series. Incumbents are fully competent to independently perform a full range of examination, processing, and recording of legal documents and vital statistics duties. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is further distinguished from Sr. Recorder Document Examiner/Indexer in that the latter provides technical and functional direction to lower-level support staff and is responsible for the more complex work.

Positions in the Recorder Document Examiner/Indexer class series are flexibly staffed and positions at the Recorder Document Examiner/Indexer II-level are normally filled by advancement from the Recorder Document Examiner/Indexer I-level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Receives, examines, and classifies a wide variety of legal documents, including, but not limited to, land-related documents, marriage, birth, death and other vital statistics, liens and releases, and abstracts of judgments; ensures adherence to legal codes and recording requirements.
- Examines legal documents for sufficiency of information, jurisdiction, and appropriateness of recording; returns documents in person or by mail that may not be recorded, noting discrepancies and reasons for rejection.
- Computes and accepts payments of fees; issues receipts; accounts for monies received on a daily basis by balancing against records of receipts.
- Operates specialized department computer system entering information from recorded documents into permanent indexes by major categories, such as dates, fees, taxes, document numbers, names, places, or addresses.
- Processes documents from outside sources via an Electronic Recording System.
- Provides customer service to the public over the counter and by telephone regarding document recording procedures and requirements.
- Performs routine clerical work as required, which may include but is not limited to preparing office equipment for daily use, preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, processing mail, sending and receiving faxes, answering the telephone, and other related duties.
- Verifies files by comparing with original source documents; totals and checks balances on documents with control columns.
- Corrects errors in indexed information during verification; amends and updates databases as required.
- Produces specified reports on a daily or periodic basis from departmental mainframe computer applications.
- Organizes and maintains various files; purges files as required; maintains tickler files and follows up as necessary.
- Performs marriage ceremonies.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.

Knowledge of:

- Legal codes, terminology and recording, indexing and classification procedures and requirements.
- Business letter writing and the standard format for typed materials.
- Business arithmetic.
- Applicable federal, state, and local laws, codes and regulations governing the recording of legal documents.
- Practices and procedures of document recording.
- County and department policies and procedures.
- Legal instruments that affect property ownership.
- General recording practices and procedures.
- Legal documents and vital statistics customarily presented for recording.
- 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:

- Explain and apply a variety of legal terminology, concepts, codes, and recording requirements related to office support work.
- Monitor varied documents for accuracy, correctness, and compliance with codes, policies, and regulations.
- Review and interpret recordable documents for indexing purposes.
- Prioritize work and coordinate several activities.
- Make accurate arithmetic calculations.
- Organize and maintain accurate files and records.
- Independently review and interpret recordable documents for indexing purposes.
- Understand, interpret, apply, and explain all pertinent laws, codes, regulations, policies, procedures, and standards.
- Review maps, deeds, and other land records as pertains to recordability of document.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems; review and record legal documents.
- Perform detailed office support work accurately.
- Type accurately at a rate of 40 net words per minute from printed copy.
- Deal tactfully and effectively with a variety of individuals, some of whom may be hostile or irate and/or from varying ethnic and socioeconomic backgrounds.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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.

Recorder Documents Examiner/Indexer I: Equivalent to graduation from high school and one (1) year of office support experience in a legal court or similar office setting; or two (2) years of increasingly responsible clerical experience at a level equivalent to the County's class of Office Assistant II.

Recorder Documents Examiner/Indexer II: Equivalent to graduation from high school and two (2) years of experience receiving, examining, indexing, processing, and/or recording a variety of legal documents at a level equivalent to the County's class of Recorder Document Examiner/Indexer I.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.