



**NOVEMBER 2016**  
**FLSA: NON-EXEMPT**  
**Bargaining Unit: GE**  
**JCN: 2611/2612**

## **RECORDABLE RECORDER DOCUMENT EXAMINER/INDEXER I/II**

### **DEFINITION**

Under immediate and general supervision, ~~receives, reviews and classifies a variety~~performs the routine duties related to the processing, recording, and indexing of legal and other documents; determines document type, proper recording codes pertaining to real and relevant personal property, and vital records; provides information to ~~be recorded and indexed~~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 ~~key enters data into a permanent document index~~performs related duties as assigned.

### **DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

**Recordable Recorder Document Examiner/Indexer I:** This is the entry-level class classification in this the Recorder Document Examiner/Indexer series. Initially under close supervision, incumbents learn office and County policies and procedures, and perform a variety of routine duties in the examination, processing, and recording of legal terminology and practices, documents and legal recording and indexing requirements-vital statistics. As experience is gained, there is greater independence of action within general guidelines. This 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 is alternately series are flexibly staffed with Recordable and positions at the Recorder Document Examiner/Indexer II and incumbents may advance to the higher-level are normally filled by advancement from the Recorder Document

~~Examiner/Indexer I-level~~ after gaining experience and demonstrating proficiency which ~~meets~~meet the qualifications ~~off~~or the higher level class.

~~Recordable Document Examiner/Indexer II is the journey class in this series, fully competent to independently perform a full range of difficult, complex and detailed office support and document recording and indexing duties. The responsibilities of this class require a thorough knowledge of indexing codes and recording categories, in addition to skill in operating personal computer equipment and departmental mainframe computer applications. Incumbents at this level are expected to perform day-to-day work with minimum supervision and exercise sound judgment in applying legal codes and adhering to legal recoding and indexing requirements. This class is distinguished from Senior Recordable Document Examiner/Indexer in that the latter is the working lead level of this specialized series.~~

### **EXAMPLES OF ~~DUTIES~~TYPICAL JOB FUNCTIONS (Illustrative ~~only~~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, ~~in person or by mail.~~~~
- > ~~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 own work, sets priorities and ensures that critical deadlines are met.~~
- ~~Operates standard office equipment such as a typewriter, word processor, computer terminal, copier, scanner or FAX machine, calculator and telephone.~~
- > ~~Organizes and maintains various files; purges files as required; maintains tickler files and follows up as necessary.~~
- > ~~Performs marriage ceremonies.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- > ~~Performs related workduties as assigned.~~

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

**Recordable Document Examiner/Indexer I:**

**Education:**

High school diploma or its equivalent

~~-Some knowledge and-~~

**Experience:**

One (1) year of office support experience in a legal, court or similar office setting

~~-or-~~

~~One (1) year of experience in scanning, or data~~ abilities may be performed by positions at the entry/processing of legal or recordable documents.

**Recordable Document Examiner/Indexer II: \_\_\_\_\_**

**Experience:**

~~In addition to the above, one year of experience receiving, examining, indexing, processing and/or recording a variety of legal documents at a (I) level equivalent to the County's class of Recordable Document Examiner/Indexer~~ In a learning capacity.

**Knowledge of:**

- ~~➤~~ Legal codes, terminology and ~~legal~~ recording, indexing and classification procedures and requirements.
- ~~Office practices and procedures, including filing and the operation of standard office equipment.~~
- ~~Basic business data processing principles and the use of word processing or computing equipment.~~
- ~~➤~~ Business letter writing and the standard format for typed materials.
- ~~Correct English usage, including grammar, spelling and punctuation.~~
- ~~➤~~ 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, under occasionally strained conditions by effectively dealing with the public, vendors, contractors, and County staff.

**Skill in:**

- ~~Operating standard office equipment~~ The structure and content of the English language, including a word processor, 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 a personal computer generate documentation.
- ~~Utilizing specialized department computer applications.~~
- ~~Organizing and maintaining accurate files and records.~~
- ~~Performing detailed office support work accurately.~~
- ~~Typing accurately at a rate of 40 net words per minute from printed copy.~~

**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 ~~coordinating~~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 ~~business~~work.

**Education and Experience:**

- ~~Understand~~Any combination of the required experience, education, and carry out oral and written instructions.

**ENVIRONMENTAL CONDITIONS/trainingPHYSICAL DEMANDS**

~~The conditions herein are representative of those that must be met by an employee to successfully perform~~would provide the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job

*functions.*

~~**Environment:** Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions.~~

~~**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, reaching, bending; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold. **Occasional** standing, walking. **Infrequent** lifting, carrying or pushing objects that weigh up to 25 lbs. *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~~HISTORY~~

JCN: 2611/2612

Created: AUG 1990

Revised: SEP 2000

Revised: JUN 2012

Revised: FEB 2013 – HRD

Revised: MAR 2013 – HRD

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.