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FLSA: NON-EXEMPT
Bargaining Unit: GE
JCN:2613/2633

PA# 6/SRDE.1-2

County of El Dorado
June 1990

SENIOR-RECORDABLE SR. RECORDER DOCUMENT EXAMINER / INDEXER

DEFINITION

Under general ~~supervision, assigns, directs~~ direction, performs difficult and ~~reviews~~ complex duties related to the ~~work~~ processing, recording, and indexing of ~~a small staff of Recordable Document Examiners;~~ provides difficult or specialized legal documents indexing and/or ~~examining in support of~~ pertaining to real and personal property, and vital records; provides information to visitors to the Recorder's Office in person and by telephone; provides lead direction and training to assigned staff; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recorder-Clerk Supervisor. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the ~~working lead~~ advanced-level classification in the ~~recordable documents examiner~~ Recorder Document Examiner/Indexer series, ~~with responsibility for providing.~~ Incumbents work under direction ~~to staff~~ and exercise a high level of discretion and independent judgment in performing similar work. ~~This is not considered a supervisory class in that the selection and discipline of employees is not full range of routine to complex duties, and provide ongoing technical direction to assigned to staff. Positions at this level. This class is distinguished from receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the Assistant County Recorder in that operating procedures and policies of the latter is the first full supervisory level in this series which also acts as assistant to the department head in this specific area.~~ work unit.

EXAMPLES OF DUTIES TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides lead direction, training, work review ~~an devaluation, and evaluation~~ to a support staff performing document examination ~~and~~, recording, and indexing; organizes and assigns work; sets priorities and follows up to ensure coordination and completion of assigned work; instructs staff in work procedures.
- Provides input into selection decisions and disciplinary matters.
- ~~Performs difficult or complex recordable document examination and indexing and assists with special office projects as assigned.~~

- ~~Enters and retrieves data and prepares reports using an on-line or personal computer system; reviews such reports for accuracy and makes corrections as required.~~
- ~~Attends to a variety of office administrative details such as ordering supplies, arraigning for the repair of equipment, transmitting information, and keeping reference materials up to date.~~
- ~~Processes forms and records such as work orders, purchase requisitions and other s related to the organizational unit; operates standard office equipment.~~
- ~~Balances daily cash receipts and completes necessary deposit forms.~~
- ~~Receives, examines, and records classifies a wide variety of complex legal documents, adhering 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 County recording requirements; and assists with special office projects as assigned.~~
- ~~Examines legal documents for sufficiency of information, jurisdiction, and appropriateness of recording; returns documents that may not be recorded, noting discrepancies and reasons for rejection, in person or by mail.~~
- ~~Records legal documents and computes Computes and accepts payments of fees; issues receipts; accounts for monies received on a daily basis by balancing against records of receipts.~~
- ~~Provides Operates specialized department computer system to enter 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; often serves as the second escalation to customer complaints and issues.~~
- ~~Performs marriage ceremonies; and swears in and provides training for Deputy Commission of Marriages.~~
- ~~Verifies files by comparing with original source documents; totals and checks balances on documents with control columns.~~
- ~~Balances daily cash receipts and completes necessary deposit forms.~~
- ~~Coordinates data processing activities for all recorder functions including mainframe application programs and formatting updates.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- ~~Performs related work as 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.~~
- ~~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.~~
- ~~Organizes and maintains various files; purges files as required; maintains tickler files and follows up as necessary.~~
- ~~Submits required documentation to state, federal, and/or official government agencies; transmits records, as required, to the State Office of Vital Records; and registers and archives documents as required by law.~~

- Receives and reviews pertinent and required information of maps for accuracy and to verify accordance with applicable laws, guidelines, policies, and procedures.
- Attends trainings, meetings, workshops, etc., as required to enhance job knowledge and skills.
- ◆ Performs related duties as assigned.

~~Senior Recordable Document Examiner~~
~~Page Two~~

QUALIFICATIONS

Knowledge of:

- ~~Basic supervisory principles and practices.~~
- Principles of providing functional direction and training.
- Applicable federal, state, and local laws, codes, and regulations governing the recording of legal documents.
- ⇒ Legal codes; terminology; and legal recording ~~and~~, indexing, and classification procedures and requirements.
- ⇒ Office ~~practices~~Practices and procedures, including filing and the operation of standard office equipment of document recording.
- ~~Basic business data processing principles and the use of work processing or computing equipment.~~
- County and department policies and procedures.
- Legal instruments that affect property ownership.
- Legal documents and vital statistics customarily presented for recording.
- ⇒ Business letter writing and the standard format for typed materials.
- ~~Correct English usage, including grammar, spelling and punctuation.~~
- ⇒ Business arithmetic.
- 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 ~~under occasionally strained conditions~~, vendors, contractors, and County staff.

Skill in:

- ~~Assigning, directing and reviewing~~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:

- ⇒ Plan, organize, and coordinate the work of ~~others~~ assigned staff.
- ~~Training others~~Provide staff leadership and work direction.
- ⇒ Train staff in work procedures.
- ~~Explaining and applying~~Understand, interpret, and apply pertinent federal, state, and local laws, codes, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.

- Explain and apply a variety of legal terminology, concepts, codes, and recording requirements related to office support work.
- ~~Prioritizing work and coordinating several activities.~~
- Making ~~Monitor~~ varied documents for accuracy, correctness, and compliance with codes, policies, and regulations.
- Review and interpret recordable documents for indexing purposes.
- Independently review and interpret recordable documents for indexing purposes.
- Reviews 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.
- Make accurate arithmetic calculations.
- ~~Operating office equipment, including a mainframe computer, a word processor and/or a personal or on-line computer.~~
- ~~Organizing and maintaining accurate files and records.~~
- Establishing and maintaining ~~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 ~~the~~ work.
- ~~Maintaining attention to detail despite frequent interruptions.~~
- ~~Typing accurately at a rate of 40 net words per minute from printed copy.~~

Education and Experience:

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

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

~~Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~ 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.