

CLASS SPECIFICATION



CLASS: Recorder Clerk I/II
ALLOCATION: Clerk-Recorder's Office
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: March 2007
REVISED: December 2021

JOB SUMMARY:

Examine various documents submitted for filing/recording and determine compliance with applicable statutes and regulations; identify appropriate recording codes based on document type and purpose; enter data into an automated recording system; maintain archive of official records; determine and collect appropriate fees; conduct civil marriage ceremonies; prepare, index, record and certify public records pertaining to businesses, marriage, birth and death; and perform related duties as assigned.

Recorder Clerk I:

Initially under close supervision, incumbents learn and perform a variety of duties related to the recording and filing of legal documents. As experience is gained, assignments become more complex and are performed under more general supervision. This class is alternately staffed with Recorder Clerk II and incumbents may advance to the II-level after gaining experience, demonstrating proficiency, and meeting the qualifications. This is the entry level in the recorder clerk series.

Recorder Clerk II:

Under general supervision, independently perform a variety of more complex recordings and filings and is able to explain a variety of complex rules and regulations. This is the journey level in the recorder clerk series.

CLASS CHARACTERISTICS:

This position reports directly to Clerk-Recorder Manager. This class is distinguished from Senior Recorder Clerk in that the latter performs advanced journey level and/or provides lead direction to the County Recorder Division staff.

EXAMPLES OF DUTIES:

Essential:

Recorder Clerk I:

- Perform general and specialized clerical duties related to assigned functional area.
- Process and verify a variety of documents including general and legal correspondence, memos and statistical data.
- Provide and maintain quality customer service relationships with co-workers, other County employees and the general public.
- Serve as a resource to the general public; provide answers and information regarding processes and procedures for assigned area.
- Examine various documents for sufficiency, completeness and adherence to federal, state and local statutes and regulations.
- Enter information into an automated system for the official record index.
- Provide information to the public regarding the requirements of recordation of legal documents, fees and taxes.
- Perform cashiering services.
- Reconcile and maintain records of charges, fees and other monies received and refunded; deposit funds received.
- Prepare written correspondence.
- Copy, prepare and scan records and documents.
- Create archival images and copies.
- Issue and register marriage licenses; conduct civil marriage ceremonies.
- File fictitious business name statements, notary oaths and bonds.
- Issue certified copies of vital records and index vital records.
- Review and file professional license applications.
- Assist the Election Division as directed.

Recorder Clerk II (in addition to the above):

- Examine more complex documents for sufficiency, completeness and adherence to federal, state and local statutes and regulations and ordinances.
- Certify and copy vital records, maps and other documents.
- Explain the application codes, statutes and regulations specifying actions to be taken as a result of information provided; explain complex laws, codes, regulations, procedures and policies regarding clerk filing requirements.
- Validate official record index accuracy; amend and update databases as required.
- Update and transmit official records on computerized systems on a daily basis.
- Run month-to-date and year-to-date system audits.
- Maintain logs, files and statistical information pertaining to documents processed.
- Assist in training.
- Complete routine fiscal reporting.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.
- May be required to drive a personal or County motor vehicle.
- May assist the election division during election season(s).
- Produce statistical reports and perform accounting functions/reporting, including processing payment transactions.

EMPLOYMENT STANDARDS:

Knowledge of:

Recorder Clerk I:

- Laws, codes, regulations, policies and procedures regarding the recordation of legal documents, professional registration filings, vital records, marriage, fictitious business name statement filings, notary filings and fish and game filings.
- Computer applications related to the work.
- Business arithmetic, including procedures for reconciling receipts.
- Standard office practices and procedures, including filing and the operation of standard office equipment (i.e. computer, scanner, fax machine, postage machine, microfiche and microfilm viewers).
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public in person and over the telephone.

Recorder Clerk II (in addition to the above):

- Applicable codes, statutes, ordinances, rules and regulations pertaining to the recording process.
- Department policies to ensure compliance and accuracy of the official and public record index.
- Principles and practices of document recording/filing and indexing.
- Requirements specific to map filings, i.e. Tract, parcel, and survey maps.
- Fund distributions and allocations.
- Equipment and materials utilized in the process of recording documents.

Skill in:

Recorder Clerk I:

- Interpreting, applying and explaining applicable codes and regulations.
- Reviewing detailed documents for completeness, accuracy and compliance with legal codes, statutes and regulations.
- Preparing clear and concise reports, correspondence and other written materials.
- Providing prompt, courteous and accurate customer service.
- Organizing own work, setting priorities and ensuring critical deadlines are met.
- Operating computer equipment with speed and accuracy.
- Making accurate arithmetic calculations.
- Maintaining accurate records and files.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including County employees, outside agencies, volunteers, customers and the general public.

Recorder Clerk II (in addition to the above):

- Understanding, interpreting and applying provisions of state and federal codes, statutes, regulations

- and ordinances to specific situations.
- Processing and recording a large volume of documents with a high degree of accuracy.
- Assisting the work of others.

Ability to:

Recorder Clerk I:

- Type at a net rate of 40 words per minute from printed copy.
- Follow written and oral instructions.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Interpret, apply and explain applicable codes and regulations.
- Review detailed documents for completeness, accuracy and compliance with legal statutes.
- Juggle multiple projects with changing priorities and deadlines.
- Understand and follow verbal and written instructions.
- Compare names and numbers accurately.
- Communicate effectively in writing and verbally as appropriate for the needs of the audience.

Recorder Clerk II (in addition to the above):

- Use initiative and independent judgment within established procedural guidelines.
- Train others in work procedures.
- Recognize politically sensitive situations and handle them with tact, objectivity and fairness.
- Create a unified team environment.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen for prolonged periods of time; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Stamina to remain seated and/or retain concentration for an extended period of time.
- Strength and mobility to lift and/or maneuver up to 50 lbs.
- Mobility to drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Typing Certificate: Min: Net 40 wpm. Typing Certificate must indicate result from a five (5) minute test of at least the minimum net wpm required.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live

- Scan fingerprinting prior to hire.
- May be required to work some evenings and weekends.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

RECORDER CLERK I:

MINIMUM: Graduation from high school and three years of clerical experience which involves researching and/or processing documents in accordance with laws, codes, and/or other regulations in a legal, governmental, real estate, or financial services environment.

PREFERRED: In addition to the minimum, completion of one year of college (30 semester units) with major course work in business administration, geography, history, public administration or a related field and one additional year of specialized experience in the examination or recording of documents.

RECORDER CLERK II:

MINIMUM: In addition to the I-level minimum, one year of experience at a level equivalent to the County's class of Recorder Clerk I.

PREFERRED: In addition to the II-level minimum, completion of two years of college (60 semester units) with major course work in business administration, geography, history, political science, public administration or a related field and two additional years of specialized experience in the examination and recording of documents.

This class specification lists the major duties and requirements of the job. Position assignments may vary. Incumbent may be expected to perform job-related duties other than those contained in this document.

Clerk-Recorder Approval: Terry Hansen
Date:

Signature: _____

Human Resources Approval: Cindy Clark
Date:

Signature: _____

<p>EEOC: F WC: 9410</p> <p>Established: March 2007 Revised: June 2011; August 2015; December 2021</p>
