

CLASS SPECIFICATION



CLASS: Senior Recorder Clerk
ALLOCATION: Clerk Recorder
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: September 2016

JOB SUMMARY:

Under limited supervision, perform the more difficult and complex administrative and technical work of the Clerk-Recorder Division in the County Clerk/Recorder – Registrar of Voters Office including preparing, scanning, indexing and filing records received, assessing transfer taxes, and reconciling daily fees; act as a resource to staff and the public regarding the more complex documents and records; provide lead direction and technical assistance to assigned staff and/or project management; and perform related work as assigned.

This is the advanced-journey lead/specialist paraprofessional level in the clerk recorder series.

CLASS CHARACTERISTICS:

This position reports directly to Clerk-Recorder Manager. This class is distinguished from Recorder Clerk I/II as the scope of responsibilities are focused on project management, providing lead direction over assigned functions and serving as a resource expert on assigned functions.

EXAMPLES OF DUTIES:

Essential:

- Perform the more complex clerk and recording duties including map examination, recordings, rejections, fee collection, indexing, tax computations and record retention; determine appropriate action to be initiated based upon the content of the documents and applicable laws and regulations.
- Prepare indexes of all recorded and filed documents; maintain filing system for microfilmed or scanned copies, vital records, Notary Public records, Power of Attorney records, Fictitious Business Name Statements, Marriage Licenses, Oaths, Para Professional & CEQA filings, maps and correspondence.
- Provide direction as a lead worker; expected to review recorder clerk work to ensure compliance with established procedures as well as provide input on assigned staff performance to management; provide guidance to recorder clerks as a technical expert.
- Maintain and audit a variety of legal documents and vital records and accounts.
- Determine applicable fees and taxes; receive, oversee the balance and account for fees, fines or deposits; issue monthly invoices; balances and prepares monthly financial reports for Auditor and the State.
- Maintain and update cash management system and real time document indexing systems; contact appropriate personnel and vendors to resolve system problems as needed recommend software upgrades and system changes as necessary to supervisor.
- Must maintain a current knowledge of state and federal clerk recorder laws and regulations; train and guide staff on procedural changes.
- Serve as Filing Officer for assuming office, leaving office and annual filings of Conflict of Interest Form 700; audit required percentage of forms each year.
- Research problems and act as a resource to other staff members regarding a variety of clerk recorder policies and procedural issues.
- Conduct and follow through on a variety of special projects, which may involve research, summarization of information and recommendations and direction to staff on a project basis.
- Perform full range of recorder clerk duties.
- May be assigned to elections activities to meet workload demands.

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-owned motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Pertinent local, state and federal rules, regulations and laws pertaining to the transaction required by documents processed.
- Principles and practices of document recording/filing and indexing.
- Principles and practices of tax collection and apportionment.
- County and departmental operations, terminology, rules, policies and procedures.
- Automated computer applications related to the work.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervisory and training.
- Principles and practices of record keeping and bookkeeping.
- Principles and practices of records management.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Providing lead direction over assigned staff including planning, directing and reviewing the work of others on a project or day-to-day basis.
- Determining the recordability of legal documents.
- Interpreting, applying and explaining applicable laws, codes, regulations and procedures to a variety of individuals.
- Understanding, interpreting and applying laws, codes, regulations, ordinances and procedures to specific situations.
- Using initiative and sound independent judgment within established procedural guidelines.
- Organizing work and setting priorities in order to meet critical deadlines with minimal direction.
- Planning, organizing and prioritizing the work of others in order to meet critical deadlines on multiple tasks.
- Training others in work procedures, individually and in group settings.
- Performing the most complex technical clerk recorder tasks.
- Maintaining accurate files, records and statistics.

Ability to:

- Manage projects.
- Abide by the laws and regulations governing the State of California.
- Communicate clearly, concisely, competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Prepare clear, concise and organized written reports, correspondence and other materials.
- Be flexible and supportive of change.
- Promote harmony, good morale, establish rapport and maintain effective working relationships with coworkers, other County employees, other agencies and the public.
- Type at a rate of 40 net words per minute from printed copy.

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; 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, stand and/or retain concentration for an extended period of time.
- Strength and mobility to lift and/or maneuver up to 50 lbs.
- Ability to drive a motor vehicle to various work sites.

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

Work Environment:

- Work is performed both in an office and in various commercial and public buildings.
- May be required to travel to various worksites or locations.
- Evening and weekend work is required during each election cycle – often with little or no advance notice.

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.
- A valid typing certificate as proof of typing skills at a rate of 40 net words per minute.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from high school and three years of journey level experience in a County Clerk/Recorder department in the State of California, equivalent to the County's class of Recorder Clerk II.

PREFERRED: In addition to the minimum, an Associate's Degree with major course work in business administration, geography, history, political science, public administration or a related field and additional years of comprehensive examination and recording of documents experience.

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

Dept Approval:
Date:

EEOC: E
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____