

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: RECORDING CLERK I/II/III
CLASS CODE: I - 6567 II - 6568 III - 6569

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 7/29/2015 (REVISED 06/14/2008 VERSION)
DEPARTMENT: RECORDER

JOB SUMMARY

Performs a variety of clerical duties designed to expedite the processing, recording and filing of legal documents presented to the Utah County Recorder's Office.

CLASS CHARACTERISTICS

Recording Clerk I: Works under close to general supervision from an Administrative Supervisor - Recorder in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

Recording Clerk II: This full performance level works under general supervision from an Administrative Supervisor - Recorder in performing duties of considerable difficulty that involve some independent judgement.

Recording Clerk III: Works under general supervision from an Administrative Specialist - Recorder in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

ESSENTIAL FUNCTIONS

Records documents received through the mail, over the counter or by electronic transmission; produces copies of official documents as requested; collects and receipts fees.

Records all qualified documents by affixing the Recorder's stamp which includes the entry number, the name of the recorder and county where recorded, the date and time of recording, the fee charged, and the party requesting the recording.

Operates computer for entry and retrieval of data related to recordings of deeds, mortgages, liens, judgements, probates, leases, foreclosures, wills, mining claims, UCC financing statements, defaults, assignments, small claims, divorces, satisfactions, reconveyances, subdivision, annexation and miscellaneous maps etc.; indexes according to established procedures; ensures accuracy of completed entries.

Receives documents from title companies, other professionals, and individuals and indexes according to standard procedures.

Operates document scanner and scans documents into the record keeping system; prepares and runs daily transmittal of scanned documents; reviews file for completeness and accuracy; locates and scans missing images as required.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Serves as main switchboard operator and/or receptionist on a rotational basis or as assigned.

Recording Clerk III (In addition to the essential functions described above):

Conducts daily cash register balancing of receipts; processes standard forms for verification of balance and deposits receipts and revenue.

KNOWLEDGE, SKILLS, AND ABILITIES

Recording Clerk I:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment including a 10-key calculator; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

Recording Clerk II:

In addition to the knowledge, skills, and abilities listed above:

Working Knowledge of: Processes and laws related to land ownership records.

Skill in: Using various software programs unique to Utah County and/or the Recorder's Office.

Ability to: Understand broad objectives and follow general instructions.

Recording Clerk III:

In addition to the knowledge, skills, and abilities listed above:

Considerable Knowledge of: Recorder's Office Policies and Procedures and laws, codes, or regulations relevant to work performed.

Skill in: Basic bookkeeping.

Ability to: Train and lead others.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts or otherwise moves objects weighing up to 30 pounds.

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

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work requires frequent contact with the public which exposes the incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

EDUCATION AND EXPERIENCE

Recording Clerk I: High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Recording Clerk II: High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

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Recording Clerk III: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years were directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements of the higher classification level, 3) meet the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.