

SUPERVISING RECORDER

DEFINITION:

Under direction, supervises the staff and activities of the Recorder's Office of the Assessor-Recorder's Department; and performs related work as required.

DISTINGUISHED CHARACTERISTICS:

The Assessor-Recorder Department combines the separate Assessor and Recorder functions under an elected official, the Assessor-Recorder. The Assessor's Office is primarily responsible for appraising property for tax assessment purposes. The Recorder's Office is primarily responsible for the filing and recording of real property and vital statistics records.

The Supervising Recorder, reporting to the Assistant Recorder, is responsible for the supervision of staff and the clerical and archival functions of the Recorder's Office. The Supervising Recorder is also responsible for researching and responding to day-to-day issues and activities of the Recorder's Office; improving work methods and procedures, and assists in the administration and coordination of the Recorder's Office.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for this classification.

1. Supervises the work of the Recorder's Office in accepting, indexing microfilming recording, and returning documents presented for filing.
2. Assists the Assistant Recorder in formulating policies, procedures and production criteria affecting the maintenance of the records retained within the Recorder's division.
3. Interviews, selects, trains and evaluates subordinate staff; disciplines staff when necessary.
4. Prepares and maintains office procedure manuals.
5. Trains or delegates training of Recorder's Office personnel in the examination of documents, filing and/or recording, archiving documents and producing copies of various documents.
6. Acts as first level of technical assistance for computer and image retrieval equipment; recommends selection of new equipment; assures that equipment is working.
7. Handles complicated Recorder's Office filings and official records search and copy issues.

## SUPERVISING RECORDER (Cont'd)

### SAMPLES OF DUTIES: (Cont'd)

8. Researches and interprets appropriate government codes and regulations in order to advise the public and resolve problems.
9. Prepares reports, correspondence and other documents as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

#### Knowledge of:

- Recording and Title practices;
- Principles and techniques of supervision and training;
- Principles and practices of public funding, budget preparation, administration and control;
- Techniques and practices for communicating with business representatives, other government entities and the public in person, by telephone and in writing, including handling irate customers;
- Modern office practices and procedures;
- Basic mathematics and statistical gathering.

#### Skills/Abilities to:

- Display and maintain a high degree of maturity, integrity, loyalty, accountability and good judgment;
- Supervise and train staff; plan, organize, schedule and review their work;
- Research, interpret and apply specific laws and ordinances in making decisions as to the legal acceptability of documents presented for filing/recording and to resolve complex customer problems;
- Review documents for correctness of form, sufficiency of information and conformance with legal requirements for filing/recording;
- Communicate effectively, both oral and written;
- Trouble shoot simple computer and equipment problems;
- Use logical reasoning to solve customer problems; use independent sound judgment in advising public; investigating customer complaints and responding appropriately and effectively;
- Establish and maintain effective relationships with those contacted in the course of the work.

### MINIMUM QUALIFICATIONS:

Education: Sixty (60) units from an accredited college or university that is acceptable within the United States' College or University system.

Experience: Three (3) years of clerical/paraprofessional work experience in a Recorder's Office, similar recording agency, or in an agency involved in the examination, preparation and/or determination of recordable documents; one (1) year of this experience must have been gained in a lead or supervisory capacity.

License: Possession of a valid Driver's license may be required.