



<p>POSITION DESCRIPTION</p> <p>Deputy Recorder I, II, III</p> <p>FLSA Status: Non-Exempt EEO Code: Occupational Salary Grade/Band</p>	<p style="text-align: right;">9 June 2015</p> <p style="text-align: center;">Reports to: Duchesne County Recorder Revised: Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Performs a variety of entry level routine and specialized clerical duties designed to expedite records processing, abstracting and archiving of legal documents filed with Duchesne County. Performs such duties under the direction of the Duchesne County Recorder in compliance with and adherence to the statutory requirements mandated under the State of Utah Code Title 17 Chapter 21.</p>
<p>GOALS</p> <ul style="list-style-type: none"> • To ensure work performance, effective time management practices, and attention to detail. • To assist the public in locating records promptly, professionally, and efficiently. • To answer inquiries and address complaints from the public.
<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • 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, judgments, 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; • Conducts daily cash register balancing of receipts; processes standard forms for verification of balance of deposits receipts and revenue; • Performs related duties as required to meet business needs.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent;
- Six (6) months general work experience providing administrative, general office practices and procedures including the use of QuickBooks;
- Experience in Title Industry as a title searcher or clerk preferred; or
- An equivalent combination of education and experience.

SKILLS/ABILITIES

Deputy Recorder I

- Standard office practices; proper grammar, spelling, and punctuation;
- 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;
- Some knowledge of and experience in filing and index system;
- Professional interpersonal communication skills;
- Intermediate computer skills and ability to learn and use COINS system for electronic recording of records;
- Accurate data entry, 60 w.p.m. preferred;
- Ability to make basic mathematical calculations and may use QuickBooks;
- Ability to work quickly and accurately;
- Develop effective working relationships with elected officials, professionals, the public, and coworkers;

Deputy Recorder II

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

- Working knowledge of processes and laws related to land ownership records;
- Ability to use various software programs unique to Duchesne County and/or the Recorder's Office;

Deputy Recorder III

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

- Considerable Knowledge of the Recorder's Office Policies and Procedures and laws, codes, or regulations relevant to work performed;
- Basic bookkeeping experience;
- Ability to train and lead others;

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to read, analyze, and enter detailed information as required under statute and in accordance with established policies and procedures.
- Ability to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL REQUIREMENTS

- Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs to 45lbs. Work may include extended periods of time viewing a computer video monitor and operating a keyboard.
- Employee must be able to maneuver in tight places such as the records vault and in filing areas.

HAZARDS

- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.