

RECORDER CLERK I/II

County of Calaveras

Range # 7060/7255 (Non-Exempt)

Unit: SEIU

Established: September, 2000

Revised: May 28, 2019

DEFINITION

Under general supervision, examine 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; and perform related duties, including Clerk and Election functions and activities as assigned.

DISTINGUISHING CHARACTERISTICS

Recorder Clerk I

This is the entry level position within the classification and will initially work 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

This is the journey-level position within the classification and will work 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, and is considered a subject matter expert.

EXAMPLES OF DUTIES:

Recorder Clerk I

- 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; process and balance expenses.
- Prepare written correspondence.
- Copy, prepare and scan records and documents; Create archival images and copies.

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- Serve as the initial public contact for the office by assisting with the front counter and answering the telephone; answer routine inquiries regarding law and related procedures.
- Accept, process, issue, file and purge affidavits of registration; enter information into an automated system for voter registration maintenance.
- Issue, receive, review and file nomination papers for public office.
- Deposit filing fees and issue receipts;
- Organize materials for distribution to and collection from precincts; ensure adequacy and proper operation of voting equipment.
- Assist in the distribution, receipt and processing and absentee ballots.
- Assist in canvassing results of election.
- Proof printed audio and electronic materials.
- Search office files and records to obtain information for the public; provide copies of Clerk-Recorder/election related materials as appropriate.
- 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; and review and file professional license applications; other clerk filings as necessary.
- Receives, opens, sorts and processes mail. Duties may also include verifying recording, statistical and financial data, maintaining and working with confidential information.
- Ordering supplies and equipment.
- Performing other related work as required.

Recorder Clerk II (in addition to above)

- Examine more complex documents for sufficiency, completeness and adherence to federal, state and local statutes and regulations and ordinances.
- Explain the application codes, statutes and regulations specifying actions to be taken as a result of information provided.
- Validate official record index accuracy; amend and update databases as required, without supervision.
- 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.

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MINIMUM QUALIFICATIONS

Knowledge of:

Recorder Clerk I:

Codes, policies and procedures regarding the recordation of legal documents; 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 maintenance principles and practices; Correct business English, including spelling, grammar and punctuation; techniques for dealing with the public in person and over the telephone; and safe work methods and safety regulations and precautions pertaining to the work..

Recorder Clerk II (in addition to the above):

Statutes and ordinances governing relevant procedures; County and departmental operations, terminology, rules, policies and procedures; principles and practices of document recording/filing and indexing; and fund distributions and allocations.

Skill and Ability to:

Review documents for recordability, determine proper parties for indexing; apply laws, rules, regulations and policies relating to recording and indexing; accurately input information into computer interpret, apply and explain applicable codes and regulations; compare names and numbers accurately; Interpret, apply and explain applicable codes and regulations; juggle multiple projects with changing priorities and deadlines; understand and follow verbal and written instructions; communicate effectively in writing and verbally as appropriate for the needs of the audience; maintain composure, avoiding aggressive behavior even in very difficult situations; and work tactfully and effectively with coworkers, staff of other agencies and the general public.

Training, Experience and Certifications:

Recorder Clerk I

Equivalent to graduation from high school and two (2) years of general clerical experience.

Recorder Clerk II

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Equivalent to graduation from high school and a minimum of three (3) years' experience in an office or customer service related field, one (1) of which is required in a County Recorder's Office or Title Company. Possession of a Document Examiner Certificate issued by the County Recorder's Association of California.

Special Requirements:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Mobility to Exert force of 20-40 pounds occasionally, or 10-25 pounds frequently, or 10-20 pounds constantly, to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, and/or pulling. Frequently stand or sit, extend neck upwards, downwards or side to side. Occasionally walk, bend, stoop, push/pull, twist at the waist, handle, grip, grasp, reach at above or below shoulder level, twisting at the waist. Visual acuity sufficient to perform the essential functions of the position; average depth perception. Hearing ability to effectively hear and comprehend oral instructions and communication. Work both indoors and outdoors as needed. Occasional exposure to environmental and weather elements.

OTHER REQUIREMENTS

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents 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.