



# Assistant County Recorder

## Job Description

Department: Recorder  
Position: Career Service  
Starting Step: 55, Table 14  
Supervisory: Yes  
Reports to: County Recorder

### Summary

Under general guidance and direction of the elected County Recorder, performs supervisory and principal administrative work. Represents the Recorder's Office when the County Recorder is unavailable or in his/her absence.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, and coordinate the work of assigned personnel. Oversee training and ensure work is completed accurately and efficiently. Identify, evaluate, and resolve personnel concerns. Evaluate performance and conduct performance appraisals.
2. Recommend staffing decisions related to the hiring and retention of personnel and the administration of disciplinary action in accordance with County Personnel Rules and Regulations.
3. Serve on committees and represent the Recorder's Office.
4. Collaborate with the County Recorder to determine department policy and procedures; ensure proper dissemination and training.
5. Oversee the acquisition and application of new technology including program development and testing.
6. Provide recommendations regarding the department's annual budget including workload increases, staffing plan changes, and reorganization of the department.
7. Oversee purchasing and expenditure tracking.
8. Oversee the department's time and attendance tracking and leave approval process to ensure proper inputting of hours worked and leave taken. Resolve employee payroll questions and issues in coordination with Human Resources.
9. Respond to the public regarding complex land parcel details.
10. Ensure recording and indexing legal documents is performed in accordance to policy and related laws and regulations.
11. Oversee document mapping and ensures timely conveyance of necessary information to other county offices.
12. Provide expert testimony in court to regarding recorded documents.

### For Office Use Only

Class Code: 1602  
Class Title: Assistant County Recorder  
FLSA: Exempt  
Effective Date: 07/10/2017  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: III  
Safety Sensitive: No  
DOT: No

### **Knowledge, Skills, and Abilities**

Knowledge of state law governing recording, indexing, and mapping of legal documents  
Knowledge of geographic information systems (GIS) technology and its application to Recorder mapping functions including coordinate geometry (COGO) applications and applied trigonometry  
Knowledge of real estate and title law as applied to the Recorder's office  
Knowledge of surveying and civil engineering practices as applied to the Recorder's office  
Knowledge of principles and practices of budget development and administration  
Knowledge of strategic planning, goal setting, and program development and implementation  
Knowledge of principles of human resource management, leadership, and team building  
Knowledge of interrelationships between community, county, and department programs  
Ability to provide executive direction  
Ability to administer large and complex governmental services  
Ability to interpret and apply policies to solve complex problems  
Ability to exercise sound independent judgment within general policy guidelines  
Ability to communicate effectively both verbally and in writing  
Ability to interpret, summarize and present complex data and information to diverse audiences  
Ability to establish and maintain effective working relationships with internal staff and the public  
Ability to meet customer expectations and resolve customer service problems  
Ability to lead and work in a team environment

### **Supervisory Responsibility**

This position has direct supervisory responsibility, and also serves as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This job may occasionally expose the incumbent to volatile situations with the public. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 25 pounds.

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**Position Type/ Expected Hours of Work**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

This position requires up to 20 percent travel.

**Required Education and Experience**

1. Bachelor's degree in GIS, surveying, cartography, geography, public administration, or a related field
2. And five (5) years of professional level work experience performing cadastral mapping and/or administrative functions similar to those of the Recorder's Office of which two (2) years were in the capacity of a supervisor

**Additional Eligibility Qualifications**

1. Incumbents must possess a Certified Cadastral Mapper certificate or class completion certificate from the Utah Association of County Recorders and must successfully pass the Utah County Advanced Cadastral Mapping test.
2. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment
3. Selected applicants may be subject to, and must pass, a background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

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Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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