

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE SUPERVISOR - RECORDER
CLASS CODE: 6112

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: AMENDED 06/14/2008 (Revised 01/16/2007 version)
DEPARTMENT: RECORDER

JOB SUMMARY

Under general supervision from the Assistant County Recorder, performs supervisory, administrative support, and advanced clerical work in managing the day-to-day office operations and clerical personnel of an assigned function within the Recorder's Office.

GENERAL ESSENTIAL FUNCTIONS

Monitors staff performance, provides training, and completes employee performance appraisals.
Explains policies and procedures to employees and assists them in finding ways to increase their efficiency.
Assists department head in making decisions to hire, promote, or release employees according to County rules and regulations.
Determines vacation schedules, and assists in the preparation of payroll for the department.
Orders and inventories office supplies.
Assists the public in recording documents and reviewing and understanding records and ownership maps; answers questions regarding property boundaries.
Resolves complex customer concerns or difficult transactions.
Provides input to the department head for preparation of the annual budget.
Attends meetings representing the interests of the department.
Coordinates with the Information Systems Department on data program updates and maintenance.

ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT

Customer Service

Manages the customer service section of the Recorder's Office.
Makes and certifies copies of documents and maps and collects fees.
Ensures that the correct tax identification number has been recorded on the high-volume records recorded daily.
Analyzes and interprets the parcel layer on GIS maps.
Locates property on maps for the public using legal descriptions, names, or addresses.
Processes subdivision maps.
Fields numerous phone calls.
Teaches customers how to access information from the in-house OMNI computer program and from the Recorder's Office internet site.
Performs other functions of the Recorder's Office such as recording, fee collection, and balancing when needed.
Communicates with other departments to complete joint projects and research.
Ensures office equipment is operational and repaired as needed.

Recording

Manages the Recording section of the Recorder's Office.
Responsible for department's balancing function and ensures money handling procedures are appropriately defined and followed.

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PAGE 2

Checks for document recording requirements including legal description, appropriate signatures and notarization, grantees' address on conveying documents, proper location, and legibility.
Calculates fees due based on schedules, legal documents, or by other appropriate methods.
Enters record of recording party, fees, and number of pages into the computer.
Coordinates processing of incoming electronic documents.
Tracks specialized charges and collections.
Prepares daily, weekly, monthly, and other reports as required by specialized function.

Land Records

Manages the Data Entry section of the Recorder's Office.
Updates property, and/or customer records through computer input.
Provides accurate information requiring specialized knowledge of land ownership laws to title companies, attorneys, and the public. Responds to phone calls, e-mails, and in-person customers.
Prepares daily, weekly, monthly, and other reports as required by specialized function.
Tracks specialized charges and collections; refunds monies to title companies that have overpaid.
Oversees the department's purchase orders and maintains storage of department's financial receipts and statements.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Mapping, engineering scales, and conversion charts; supervisory techniques.
Skill in: Operating standard office machines with speed and accuracy including a 10-key, calculator and cash register; data entry and word processing; basic math and bookkeeping; reading GIS and other technical maps; written and verbal communication.
Ability to: Quickly and accurately read and interpret land and abstract information; read, understand, and interpret legal descriptions; maintain cooperative relationships with those contacted in the course of work activities

PHYSICAL DEMANDS

Typically sits at a desk or table; Regularly walks, stands, or stoops; Frequently lifts or otherwise moves objects weighing up to 30 pounds; Works for sustained periods of time maintaining concentrated attention to detail; and Needs to distinguish between shades of color.

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.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience of which two years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with lead or supervisory experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

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.