



Recording Clerk II

Job Description

Department: Recorder
Position: Career Service
Starting Step: 18, Table 14
Supervisory: No
Reports to: Administrative Supervisor - Recorder

Summary

Performs a variety of clerical duties designed to expedite the processing, recording and filing of legal documents presented to the Utah County Recorder's Office. This full performance level works under general supervision from an Administrative Supervisor - Recorder in performing duties of considerable difficulty that involve some independent judgement.

Essential Functions

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

1. Record documents received through the mail, over the counter or by electronic transmission; produce certified copies of official documents as requested; collect and receipt fees.
2. Record 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.
3. Operate computer for entry and retrieval of data related to recordings of deeds, mortgages, liens, judgements, probates, leases, foreclosures, wills, mining claims, UCC financing statements, defaults, assignments, small claims, divorces, satisfactions, reconveyances, subdivision, annexation and miscellaneous maps etc.; index according to established procedures; ensure accuracy of completed entries.
4. Receive documents from title companies, other professionals, and individuals and index according to standard procedures.
5. Operate document scanner and scan documents into the record keeping system; prepare and runs daily transmittal of scanned documents; review file for completeness and accuracy; locate and scan missing images as required.
6. Serve as receptionist on a rotational basis or as assigned.
7. Balance and verify monies collected according to established procedures.
8. Respond and answer questions from the general public, title companies, and employees as necessary.
9. Scan documents and analyze images to assure all required information is present.

Knowledge, Skills, and Abilities

For Office Use Only

Class Code: 6568

Class Title: Recording Clerk II

FLSA: Non-Exempt

Effective Date: 07/10/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

Knowledge of standard office practices
Knowledge of proper grammar, spelling, and punctuation
Knowledge of processes and laws related to land ownership records
Skilled in reading, writing, and basic math
Skilled in operating standard office equipment including a 10-key calculator
Skilled in word processing, data entry, and basic spreadsheets
Skilled in using various software programs unique to Utah County and/or the Recorder's Office
Ability to maintain cooperative working relationships with those contacted during the course of work activities
Ability to communicate effectively verbally and in writing
Ability to understand and follow broad objectives
Ability to distill relevant and useful elements from vast amounts of information.
Ability to multi-task

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This position requires frequent contact with the public which exposes the incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. 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 30 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week 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 5 percent travel.

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Required Education and Experience

- 1. High school diploma or equivalent
- 2. And three (3) years of general clerical support work experience
- 3. Equivalent combinations of education and experience may also be considered

Additional Eligibility Qualifications

- 1. Selected applicants must pass a typing test at or above the rate of 40 WPM net
- 2. 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:

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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