



Senior Recording Associate

Job Description

Department: Recorder
Position: Career Service
Grade: 503
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. Works under general supervision from an Administrative Specialist - Recorder in performing the most complex duties within the assigned function and may lead and train others.

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; affix the Recorder's stamp and complete required fields including entry number, name of the recorder, county where recorded, date and time of recording, fee charged, and 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; index according to standard procedures.
5. Scan documents into record keeping system; prepare and run 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. Conduct daily cash register balancing of receipts; process standard forms for verification of balance and deposit receipts and revenue according to established procedures.
8. Respond and answer questions from the general public, title companies, and employees as necessary.

For Office Use Only

Job Code: 6569
Job Title: Senior Recording Associate
FLSA: Non-Exempt
Effective Date: 1/7/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of processes and laws related to land ownership records
- Knowledge of Recorder's Office Policies and Procedures and laws, codes, or regulations relevant to work performed
- 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 basic bookkeeping
- 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
- Ability to train and lead others
- Ability to type accurately and at an acceptable rate, based on job duties

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 and distinguish between colors and patterns. The employee is required to type, file and lift supplies up to thirty (30) pounds.

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Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be 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

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience of which two (2) years are directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Preferred Eligibility Qualifications

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

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 _____

Director – Human Resources _____

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

Employee _____ Date _____

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