

RECORDER CLERK I

DEFINITION

Under immediate supervision, to learn to receive, review, and process various legal documents; to learn to maintain vital statistics records and indexes; to learn to certify official and vital records; to learn to maintain a variety of County Clerk/Recorder records, files, indexes and information systems; to provide assistance and answer questions on areas relating to the County Clerk/Recorders' Office filing and recording procedures and processes; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Recorder Clerk series, responsible for performing the more routine tasks and duties assigned to the series. Assignments are generally limited in scope and are performed within a procedural framework. This classification is distinguished from Recorder Clerk II in that the latter is the journey level of the series, with responsibility for independently performing the full range of assigned duties.

REPORTS TO

Recorder Clerk Supervisor.

CLASSIFICATIONS SUPERVISED

This classification does not exercise supervision over staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Performs the following assignments in a training, learning, and basic working capacity; receives, examines and processes routine legal documents for recording, filing and registration; maintains indexes pertaining to the Clerk/Recorder as required by State statutes; maintain files and records; collects, maintains and reconciles all related fees; prepares deposits, issues certified copies of official records; creates and maintains permanent records as required by code; provides public

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assistance at the counter and on the telephone, ensuring quality customer service; maintains an inventory of office supplies and a wide variety of State and Federal forms as required by code and statute and prepares routine correspondence; operates specialized computer programs and maintains a working knowledge of all modern office equipment; and performs related duties as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit or stand for extended periods; frequently stand and walk; bend, lift and move objects weighing up to 40 lbs; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, scanners, telephones, calculators, copiers, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; extensive contact with staff and general public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of the functions, policies, codes, statutes and procedures pertaining to the County Clerk/Recorders' Office.
- Modern office methods, practices and procedures including computers and assigned software applications.
- Proper English usage, spelling, grammar, and punctuation.
- Principles and practices of customer service.

Ability to:

- Learn the laws, codes, statutes, policies, procedures and regulations affecting the functions of the County Clerk/Recorders' Office, including confidentiality requirements and rules of public access to the records and indexes kept within the office.
- Learn the specialized computer information systems used by the County Clerk/Recorders' Office.
- Learn the legal, title and medical terminology related to the functions and operations of the County Clerk/Recorders' Office.
- Receive, examine and process routine documents for recording, filing and registration.
- Make mathematical calculations quickly and accurately.
- Deal tactfully and courteously with the public and other staff.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

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Training and Experience:

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

A high school diploma or GED equivalent.

Experience

Two years of experience performing general office clerical support duties.

Special Requirements

None.