

RECORDER CLERK II

DEFINITION

Under general supervision, receives, reviews, and processes various legal documents; maintains vital statistics records and indexes; certifies official and vital records; maintains a variety of County Clerk/Recorder records, files, indexes and information systems; provides assistance and answers questions in a wide variety of areas relating to the County Clerk/Recorders' Office's filing and recording procedures and processes; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Recorder Clerk series. This classification is distinguished from Recorder Clerk I in that incumbents at this level are responsible for independently performing the full range of assigned duties.

This classification is distinguished from the Senior Recorder Clerk in that the latter is an advanced journey level classification assigned to positions which require a specialized functional expertise, or which provide lead supervision over assigned staff.

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.

Receives, processes, and prepares a wide variety of legal documents and vital statistics for recording, filing and registration under the jurisdiction of the County Clerk/Recorders' Office; maintains records in a confidential manner to ensure archival quality; collects, maintains and reconciles all

RECORDER CLERK II - 2

related fees; prepares deposits and generates reports; issues certified copies of official records and vital statistics; creates and maintains permanent records as required by code; provides assistance to the general public on a daily basis, 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; prepares legal and technical correspondence as assigned; 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:

- Functions, policies and procedures pertaining to the County Clerk/Recorders' Office.
- All laws, statutes and codes applicable to the County Clerk/Recorder.
- Specialized computer systems and applications related to functional area.
- Financial and statistical recordkeeping.
- Confidentiality, archival and retention laws and codes relating to all records and indexes held by the County Clerk/Recorders' Office.
- Principles and practices of customer service.
- Title, legal and medical terminology as it relates to the recording function.

Ability to:

- Perform a variety of diverse and specialized duties related to all functions of the County Clerk/Recorders' Office, including maintaining confidentiality and affording public access to the records and indexes kept within the office.
- Examine all documents for filing, recording and registration applying all applicable codes, laws, statutes and regulations.
- Maintain confidentiality and archival quality of all records and indexes held by the County Clerk/Recorders' Office.

RECORDER CLERK II - 3

- Prepare clear, concise, accurate and confidential (as applicable) records, reports and indexes.
- Maintain and update accounting and fiscal reports.
- Use specialized computer systems and applications pertaining to the Clerk/Recorders' Office.
- Deal tactfully and courteously with the public and other staff when explaining the functions, policies, codes, statutes, regulations and procedures of the County Clerk/Recorders' Office.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

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

Three years of increasing responsible office support and public assistance experience, including at least two years performing document research and/or processing and vital statistics work in a County Clerk/Recorder's Office

Special Requirements

None.