

RECORDER CLERK SUPERVISOR

DEFINITION

Under direction, plans, organizes, coordinates, directs, and supervises the work of staff providing Clerk-Recorder services for clients of the Clerk-Recorder's Office; represents the Department with community organizations and agencies; implements and oversees special projects; and performs related duties as required.

REPORTS TO

County Clerk-Recorder.

CLASSIFICATIONS SUPERVISED

Exercises direct supervision over clerical 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.

Plans, organizes, directs, coordinates, and supervises the work of Recorder-Clerk staff assigned to a variety of Clerk-Recorder activities and special projects; confers with, and provides assistance to, the County Clerk-Recorder, staff, and members of the public regarding codes, regulations, and laws affecting the recording and processing of a variety of legal documents; works with the Clerk-Recorder to implement and oversee special projects; may develop and/or review policies and procedures; gathers information, assess needs and develops plans and programs; monitors assigned work and ensures proper progress in the carrying out of special projects; coordinates with outside agencies and may resolve non-compliance problems; evaluates statistical information to plan workload functions; is responsible for staff development; develops systems and operating procedures; attends related meetings and training sessions; assists in resolving employee and public concerns; assists in the interpretation of departmental policies and procedures for staff; represents the County and the Clerk-Recorder's Office in contacts with State and County agencies, department managers, and community; attends conferences, workshops and meetings to stay abreast of changing legislation and implementation of statewide policies; prepares performance evaluations; assists in hiring, terminating, and disciplinary actions of staff; attends budget hearings and assists with the

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preparation and oversight of budgets and fee schedules; prepares correspondence, statistical analyses, and reports; and performs related duties as required.

TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers, and fax machines.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside of the office; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laws, statutes and codes affecting the County Clerk-Recorder's Office.
- All functions, policies, and procedures pertaining to the County Clerk-Recorder's Office.
- Modern office practices, methods, and procedures including computers and specialized applications.
- Mandated requirements for the maintenance of filing and information retrieval systems.
- Title, legal, and medical terminology.
- Principles and practices of budget development and administration.
- Methods and techniques of auditing and evaluating services.
- Confidentiality, archival and retention laws and codes relating to all records and indexes held by the County Clerk-Recorder's Office.
- Principles and practices of customer service.
- Principles and practices of supervision, training and performance evaluation.

Ability to:

- Supervise, train, discipline and evaluate subordinates.
- Delegate assignments to lower level staff.
- Plan, organize, and supervise the operations and staff of the County Clerk/Recorder's Office.
- Analyze problems, evaluate the effectiveness of staff efforts, and provide consultation to staff in solving problems.
- Perform specialized research and prepare reports.
- Interpret, explain and apply laws, rules and regulations governing the recording and/or filing of documents.

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- Review current legislation and related activities and determine impact on County Clerk/Recorder operations.
- Prepare and oversee budgets and fee schedules.
- Prepare clear, concise, and accurate records and reports.
- Analyze and interpret complex Clerk-Recorder's Office programs, policies, and procedures.
- Effectively represent the Clerk-Recorder's Office in contacts with the public, clients, community organizations, and other governmental agencies.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- 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

Equivalent to an Associate's degree in public administration, business administration, or related field.

Experience

Five years of increasingly responsible experience in a public agency Clerk/Recorder's Office, two years of which should be in a lead supervisory capacity.

Special Requirements

Possession of an appropriate, current, and valid California Drivers License issued by the Department of Motor Vehicles.