

SENIOR RECORDER CLERK

DEFINITION

Under direction, leads, assigns, reviews, and participates in the work of staff processing 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 of a more technical nature, in a wide variety of areas relating to the County Clerk/Recorders Office; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Senior Recorder Clerk is the advanced journey level classification in the series. This classification is distinguished from the Recorder Clerk II by the performance of the most complex duties assigned to the series. Positions assigned to this level require a specialized functional expertise, or may serve in a lead supervisory capacity over lower level staff.

REPORTS TO

Recorder Clerk Supervisor.

CLASSIFICATIONS SUPERVISED

Exercises technical or functional supervision over lower level 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, assigns, reviews, leads and participates in the work of staff responsible for the receipt, examination and processing of a variety of legal documents, maps and vital statistics within the office of the County Clerk/Recorder; performs the most complex duties which require extensive knowledge of the processes by which a wide variety of documents are transacted under the jurisdiction of the County Clerk/Recorder's Office; maintains all indexes in the Clerk/Recorder's Office as required by State statutes; maintains records in a confidential manner; ensures records are maintained in good condition for archival quality; collects, maintains and reconciles all related fees, prepares deposits and generates all reports; assists in the compilation of budgetary data; provides on-

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call services to mortuaries for after hours, weekends and holidays for the registration of vital records; attends conferences, workshops and meetings to stay abreast of changing legislation and implementation of statewide policies; issues certified copies of official records and vital statistics; creates and maintains permanent records as required by code; provides assistance to the 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 and related documentation; serves as a technical resource on processing requirements; trains assigned staff; 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 the general public.

MINIMUM QUALIFICATIONS

Knowledge of:

- All functions, policies and procedures pertaining to the County Clerk/Recorders Office.
- All laws, statutes and codes applicable to transactions within the County Clerk/Recorder's Office.
- Specialized computer systems and applications related to functional area.
- Complex financial and statistical record keeping, including budget monitoring.
- 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 of lead supervision and training.
- Title, legal and medical terminology as it relates to the recording function.

Ability to:

- Lead, plan, assign and review the work of assigned staff.
- Perform a variety of complex and specialized duties related to all functions of the County Clerk/Recorder's Office, including maintaining confidentiality and affording public access to the records and indexes kept within the office.
- Examine all documents and maps for filing, recording and registration by applying all applicable codes, laws, statutes and regulations.

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- Maintain confidentiality and archival quality of all records and indexes held by the County Clerk/Recorder's Office.
- Prepare clear, concise, accurate and confidential records, reports and indexes.
- Maintain and update accounting and fiscal reports.
- Use specialized computer systems and applications pertaining to the Clerk/Recorder's 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/Recorder's 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

Four years of increasingly responsible office support and public assistance experience including at least three years equivalent to performing the duties of a Recorder Clerk II within Amador County.

Special Requirements

None.