

CHIEF DEPUTY CLERK/RECORDER

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the County Clerk/Recorder functions of Amador County; to provide daily supervision and training for assigned staff; to perform a variety of difficult, complex, and specialized assignments; to oversee the receiving, review, and processing of property and title documents; to direct vital statistics functions; to provide a variety of general assistance and answer questions regarding County Clerk/Recorder's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification for the position which serves as management support for the Amador County Clerk/Recorder. The incumbent provides daily supervision for the County Clerk/Recorder's Office, as well as provides special administrative support for the County Clerk/Recorder.

REPORTS TO

County Clerk/Recorder.

CLASSIFICATIONS DIRECTLY SUPERVISED

Recorder Clerk I, Recorder Clerk II, Recorder Clerk, Sr and Recorder Clerk Supervisor.

EXAMPLES OF ESSENTIAL DUTIES

- Assists with planning, organizing, directing, and coordinating the functions of the County Clerk/Recorder Office
- provides daily supervision and training for assigned staff
- Assists with the establishment and control of the Department budget
- Maintains current knowledge of codes and regulations affecting the functions of the County Clerk/Recorder Office
- Provides advice on code and law changes to other staff
- Oversees the preparation and prepares periodic reports of recording activities
- Responsible for the proper maintenance of records of fees collected, charges, deposits,

ASSISTANT COUNTY CLERK/RECORDER - 2

and refunds

- Oversees the reconciliation of end of month reports and distribution of monies to appropriate agencies
- Provides assistance and answers questions regarding the completion and processing of property documents, vital statistics information
- Assists with public access to County Recorder's records within the guidelines of appropriate laws and legislation
- Answers correspondence.

SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:

- County policies, rules, and regulations.
- Laws, rules, regulations, and legislation affecting the functions and procedures of the County Clerk/Recorder's office, including public access to documents and information.
- Operations, rules, policies, and procedures of the County Clerk/Recorder's Office
- Public and community relations.
- Documents used in land transactions.
- Terminology related to land transactions, vital statistics, and the functions of the County Recorder Office.
- Budget development and control.
- Financial and statistical recordkeeping.
- Microfilm and microfiche methods and processes.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to County Clerk/Recorder
- Principles of supervision, employee evaluation, and training.

Ability to:

- Assist with planning, organizing, coordinating, and directing the functions of the County Clerk/Recorder's Office.
- Supervise, train, and evaluate assigned staff.
- Perform a wide variety of complex and specialized administrative and support work related to the operations and functions of the County Clerk/Recorder's Office
- Interpret, explain, and apply a variety of policies, rules, procedures, and regulations.
- Read and understand statutes and instructions related to documents and vital statistics information maintained in the County Recorder Office.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority. j
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent the County Clerk/Recorder Office in answering questions,

ASSISTANT COUNTY CLERK/RECORDER - 3

- responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of microfilm and microfiche equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

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

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

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

At least three (3) years of responsible experience performing a variety of processing and support functions in connection with document processing, vital statistics records maintenance and reporting.

Special Requirements: None.