



JOB DESCRIPTION

JOB TITLE: Chief Deputy Recorder

JOB CODE: 1510

DEPARTMENT: Recorder

FLSA STATUS: Non-Exempt

REPORTS TO: County Recorder

SUMMARY OF JOB PURPOSE

Reviews, records, indexes and oversees the processing of a variety of legal documents; ensures accuracy of data entry of recorded documents and coordinates the requests, processing, receipts distribution, and billings for microfilm reproductions.

ESSENTIAL FUNCTIONS

1. Oversees the processing, recording, and copying of legal documents such as land transfers, marriage certificates, maps, and other documents; ensures the return of all appropriate documents and meeting of all legal requirements prior to recordation; reviews all Declaration of Value forms for accuracy and completeness; handles subordinate duties when necessary.
2. Assists the general public and/or District/County employees in person or by phone answering inquiries related to department services, programs, and records; explains the proper use and completion of forms and documents; explains rules, policies, and procedures; assists the public in obtaining information from County records.
3. Oversees and participates in the preparation, review, recording, and indexing of a variety of maps and legal documents such as deeds, records of birth, marriage, legal proceedings and judgments; oversees and performs computer indexing and verification of documents recorded and reviews documents for accuracy, proper content, and format assuring compliance with the Nevada Revised Statutes; ensures corrections are made, as necessary.
4. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; participates in the hiring and promoting of staff, disciplining employees, and preparing performance evaluations.
5. Oversees and participates in searches of records to locate documents and maps, produces reduced sized maps for dissemination to the public and for internal record reference, and tracks maps on internal tracking records and on an online tracking site.
6. Maintains daily ledger, records fee receipts, ensures daily account balancing, and tracks and maintains fee data; calculates and prepares daily revenue summary report and a monthly report of fees.
7. Coordinates all requests for microfilm reproductions and distribution; evaluates requests and forwards for processing; receives film reviews then distributes; sets up new receivable accounts, maintains billing statements and ledger cards for microfilm accounts; follows up on accounts to ensure timely payments.
8. Creates office procedural manuals and updates policy manuals as directed; informs employees on any changes or updates in procedures.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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9. Answers public and departmental inquiries regarding the application of real property transfer tax according to statutes, Nevada Tax Commission rulings, Attorney General opinions, and District Attorney opinions; maintains the Real Property Transfer Tax employee manual and customer guide book and develops and maintains ongoing Real Property Transfer Tax training programs for Deputy Recording Clerks.
10. Oversees the analysis of assessments of real property transfer tax; reassess and makes decisions on applicable transfer tax when warranted; ensures notification of appropriate parties regarding the reassessment of real property transfer tax.
11. Examines requests for refunds and exemptions from real property transfer tax to determine their validity using applicable NRS statutes and other legal precedent; approves or denies refunds and exemptions, notifying requesting party of the determination; collects replacement funds for returned items.
12. Oversees and participates in the audits of the escrow records of various title companies as mandated by law, investigating those escrow records which show inconsistencies; compiles verified discrepancies into an official notice of additional tax due and transmits notice to title company.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) with seven (7) years progressively responsible clerical experience in a County Recorder's office, Title Company, or legal office with a minimum of three (3) years supervisory experience; experience reviewing real property documents for accuracy, assessing and collecting fees and transfer taxes, and maintaining financial records preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, co-workers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of legal documents which are recorded, their proper preparation and effect, and specific fees charged for each type of recording function including specific taxes assessed in the transfer of real property; knowledge of laws, rules, and regulations relating to legal recording functions as well as the ability to interpret and apply such laws, rules, and regulations; searching techniques for legal documents, filing techniques, and the ability to determine correct preparation and recording of legal documents; intermediate to advanced knowledge level of computer system and software programs utilized in all recording areas.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in this work environment is usually quiet; may be required to travel to different sites and locations.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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