



JOB DESCRIPTION

JOB TITLE: Deputy Recording Clerk II

JOB CODE: 1830

DEPARTMENT: Recorder

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Deputy Recorder

SUMMARY OF JOB PURPOSE

Prepares, scans, indexes, and files records received and performs searches of legal documents for attorneys and the public.

ESSENTIAL FUNCTIONS

1. 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.
2. Prepares, reviews, records, and indexes a variety of maps and legal documents such as deeds, marriage, legal proceedings, and judgments; performs computer indexing and verification of documents recorded and reviews documents for proper content and format by consulting the Nevada Revised Statutes; assists the Chief Deputy Recorder in a variety of programs including marriage certificate issuance and filing marriage data.
3. Performs 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.
4. Determines and collects fees for recording from established guidelines, and maintains records of fees collected; assures that recording and copy revenue is balanced to receipts for daily activity, including the creation of daily summaries accounting for monies collected and deposited with the Treasurer.
5. Orders office supplies and equipment by preparing requisition and purchase orders, checking prices and extensions, and obtaining proper approvals; responsible for maintaining an accurate inventory of office and janitorial supplies; places orders with the County Warehouse as required.
6. Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, data processing terminals, printers, copiers, binders, collators, scanners, and microfilm equipment as needed.

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 four (4) years progressively responsible clerical experience in a County Recorder's office, Title Company, legal office, or equivalent; experience assessing and collecting fees and maintaining financial records preferred.

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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LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, technical procedures, and/or governmental regulations; write reports and business correspondence; 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.

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; 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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