SENIOR DEPUTY RECORDER

DEFINITION

Under general supervision, organizes and provides lead supervision and training to staff engaged in the recording and indexing of a variety of legal documents; processes and records documents; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience performing functions common to a County Recorder’s Office including reviewing, recording and indexing a variety of real estate related legal documents and calculating associated fees; OR one year of full-time experience as a Deputy County Recorder within Washoe County.

LICENSE OR CERTIFICATE

None

SUPERVISION EXERCISED

Exercises lead supervision over assigned staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Oversee and participate in the day-to-day functioning of assigned recording area; review and verify work in progress and completed work of assigned staff for accuracy, proper work methods, techniques and compliance with applicable standards.

Run reports used to track workflow, evaluate and make appropriate staffing adjustments.

Provide input and feedback pertaining to projects and activities and updating of procedural manuals.

Respond to and resolve inquiries and complaints from the public and/or other departments/agencies.

Assist in the reviewing, recording, indexing and scanning of mining and map documents.

Answer public and departmental inquiries regarding legal requirements for recording, assessment and application of fees and transfer taxes, interpretation of maps, other documents and departmental policies and procedures.

Compile figures reflecting the volume and variety of documents recorded and fees received by the County Recorder’s Office, to be included in periodic reports required by other County entities.

Total cash register tapes at end of business day and forward for reconciliation with reports.

Record documents by registering receipt, calculating and collecting appropriate fees and taxes, scan to obtain images for public records; enter information into computer to create recorder index of documents.

Provide supervisors with feedback for performance evaluations of staff.
Render assistance in the use of records within the Recorder’s Office and provide information regarding the types of instruments recorded and their effect to both the general public and departmental staff.

Participate in records retention management.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Nevada Revised Statutes, Nevada Tax Commission rulings, District Attorney’s opinions and Attorney General’s opinions relating to legal recording functions and the scope of authority of the County Recorder’s Office as applicable to the legal recording of documents within Washoe County.

Specific fees charged for each type of recording function in Washoe County and the formulas for assessing taxes related to transactions recorded within Washoe County.

Departmental policies and procedures.

Pertinent State, County and city codes and ordinances required for map review and recording.

Operating characteristics of computer systems and other software programs utilized in assigned area of responsibility.

**Ability to:**
Interpret statutes, regulations and legal opinions relating to legal recording functions.

Plan and organize work to meet schedules and timelines.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other methods and techniques.)*

**Knowledge of:**
A variety of legal documents that are recorded, their proper preparation, and effect.

Laws, rules and regulations relating to legal recording functions.

Office practices, procedures and protocol.

Principles and practices of lead supervision and training.

**Ability to:**
Perform basic math calculations such as addition, subtraction, multiplication, division and percentages.

Read and interpret legal documents to be recorded.

Locate and retrieve recorded legal documents within the Recorder’s Office.

Compile data and complete reports.

Communicate effectively, both orally and in writing.
Supervise and train assigned staff.

Establish and maintain effective working relationships with co-workers, other agencies and the general public.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*