RECORDING SUPERVISOR

DEFINITION

Under direction, supervises, plans, manages and coordinates the County Recorder Division; assists in budget preparation; oversees and monitors quality control of operations and procedures; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of experience performing functions common to a County Recorder’s office including reviewing, recording and indexing a variety of legal documents including two years of lead supervision; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

N/A

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

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

Supervise assigned staff; conduct performance evaluations; work with employees to correct deficiencies; implement discipline, grievance and conflict resolution procedures when necessary.

Supervise and oversee responsibility for records retention as mandated by the Nevada Administrative Code and the Nevada Revised Statutes.

Provide direction and leadership for the application of office policies and procedures.

Interpret laws, codes, rules, and regulations that apply to the recording operation; make decisions on difficult questions affecting departmental procedures or the recording process.

Assist staff with the more complex procedural and technical legal issues.

Review and update division policies and procedures.

Set objectives for new programs and monitor the performance of the new programs against those objectives.

Develop and install streamlined work methods to enhance the efficiency and level of service of the Recorder’s office.

Work in conjunction with other County departments to facilitate the electronic exchange of information.

Represent the Recorder’s office to various customer groups for services provided by the department.
Keep abreast of new information pertaining to the Nevada Revised Statutes and Attorney General opinions; provide expertise in these areas.

Coordinate services and activities with other divisions, outside agencies and organizations, the public and government officials.

Revise and update recording staff employee manuals through the use of memoranda, directives and other written communications.

Oversee the timely processing of legal records and documents; classify records and documents; review records and documents for completeness, accuracy and appropriate execution; oversee the permanent or temporary retention, disposition and disposal of stored records and documents according to established procedures or applicable laws.

Prepare clear and concise reports including statistical, revenue tracking, annual mining, fiscal and real property transfer tax revenue reports.

Prepare proposed legislation, rules and regulations; review proposed legislation and determine affect it may have on revenue, fees, procedures, budgetary implications, or conflict with current statutes, rules or regulations; track any proposed legislation, provide written evaluation supporting/opposing bills and present testimony if needed; compile status reports at the end of each legislative session with a list of bills that passed, description of bill, effect of each bill and the effective date of implementation.

Respond to inquiries and complaints from the public, staff, co-workers or other agencies; resolve problems to maintain effective public relations and provide a satisfactory level of service.

Work closely with the Deputy District Attorneys assigned to the department to resolve any legal questions or situations that may affect the office.

Perform technical review of maps for compliance of Nevada Revised Statutes, applicable County codes and city ordinances.

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 Administrative Codes, Nevada Tax Commission rulings, and District Attorney and Attorney General 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.

Management information systems and software programs used in all recording areas.

Principles of budget preparation and control.
**Ability to:**
Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Represent the County Recorder’s office, answering questions, responding to inquiries, providing assistance and effectively handling complaints and concerns.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of established departmental goals.

Interpret and apply pertinent laws, codes and regulations related to documents and vital records including departmental policies and procedures.

Knowledge of:
Principles and practices of effective employee supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation and discipline.

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.

**Ability to:**
Perform basic math calculations including 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.

Plan, organize and direct work to meet schedules and timelines.

Communicate in a clear, concise manner, both orally and in writing.

Establish and maintain effective and collaborative 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 sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 28 lbs. Ability to use office equipment including computer, scanners, microfilm, imaging equipment, printers, copiers, telephone, and FAX machine.

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