

## CLASS SPECIFICATION

Yuba County

March 2007

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**CLASS TITLE:** Chief Deputy Recorder

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Assists the County Clerk-Recorder in carrying out a variety of complex professional and technical activities in support of the County Recorder's Division. Provides day-to-day oversight of technical staff including, assigning, directing, supervising and reviewing the work; oversees document examination, indexing, record keeping and public contact activities and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This management class is responsible for the oversight of recording functions. The incumbent provides back-up and is familiar with the basic policies and procedures in other areas of responsibility to include clerk / election functions. The incumbent acts on behalf of the County Clerk-Recorder in their absence and may be required to make presentations to the Board or other departments, groups or agencies. This class is distinguished from the County Clerk-Recorder in that the later is an elected official and has overall statutory and management responsibility for the recording functions and staff.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plans, organizes, assigns and evaluates the performance of subordinate staff.
- Assists in the interview and selection of staff; manages the training of staff.
- Assists in the preparation and administration of the division budget.
- Performs project management.
- Assists in formulating and establishing departmental goals, objectives, policies, procedures and work standards; implements departmental policies and procedures.
- Maintains a current knowledge of laws and regulations related to the work; implements legislative mandates and improves work procedures.
- Directs and manages day-to-day recorder functions to ensure compliance with applicable statutes / regulations.
- Manages special projects to include the implementation of new automation, automation enhancements and/or procedural mandates.
- Oversees the collection and distribution of fees and taxes to appropriate organizations as mandated by statute and/or county regulation and ordinance. Verifies balancing of all financial reporting.
- Processes unusual or complex transactions to determine taxes, fees and filing/recording requirements. Provides legal justification and appropriate action according to type, content and special problems.
- Researches, analyzes and assembles information to develop instructions, guides, specialized documents and other written material explaining codes, policies and procedures for the public and for staff training and development.
- Provides verbal and written explanation of complex laws, codes, regulations, procedures and policies to the public, other county departments, government agencies, legal advisors, title companies, financial institutions and businesses regarding the recording and filing process.

#### **Important:**

- Use standard office equipment, including a computer, in the course of the work.
- May be required to drive a personal or county motor vehicle to attend meetings.

**QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.  
Applicable state and federal laws, codes, regulations and ordinances.  
Administrative principles and practices, including program development, implementation, goal setting and evaluation.  
Principles and practices of tax collection and apportionment.  
Principles and practices of administrative analysis and research.  
Principles and practices of document recording/filing and indexing.  
Record keeping, and bookkeeping practices, principles and procedures.  
Computer applications related to the work.  
Business arithmetic  
Correct business English usage  
Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations, which may be difficult or confrontational.

**Skill in:**

Planning, assigning, training, supervising, reviewing and evaluating the work of others.  
Assisting in the development and implementation of goals, objectives, policies and procedures.  
Performing document examination.  
Exercising sound, independent judgment within general procedural guidelines.  
Analyzing, interpreting, applying and explaining complex laws, regulations and procedures.  
Maintaining accurate records and files.  
Preparing clear, accurate reports, correspondence and other written materials.  
Making accurate arithmetic and statistical calculations  
Establishing and maintaining effective working relationships with county staff and the public, occasionally in stressful situations.

**Ability/Physical Requirements:**

- Strength and mobility to lift and/or maneuver up to 50 lbs.
- Mobility to work in a typical office setting, use standard office equipment, may require ability to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of times.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Generally a typical office environment.

**Licensing and Certification:**

- Ability to obtain a valid California Class C driver's license within thirty (30) days of employment.
- Successful completion of the County Recorder's Association of California Document Examiner Certificate within the first twelve (12) months.

**Background:** The minimum and preferred requirements for this position are described below:

**Minimum:** Equivalent to an bachelor's degree with major course work in business administration, geography, history, public administration or a field related to the work **AND** five (5) years of progressively responsible experience which involved researching and/or processing documents in accordance with law, codes and/or other regulations including three (3) years of comprehensive recording operations experience. Additional progressively related experience, as described above, may be substituted for the education on a 1 month experience for 1.25 college units' basis.

**Preferred:** In addition to the above minimum requirement, additional years of recording experience.

**This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Cindy Clark

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Personnel Initials: \_\_\_\_\_  
Date: \_\_\_\_\_