

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Clerk-Recorder Manager
ALLOCATION: County Clerk-Recorder/Registrar of Voters
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: March 2015

JOB SUMMARY:

Under general direction, plans, organizes, and directs activities of the Clerk-Recorder Division within the County Clerk-Recorder/Registrar of Voters Department; ensures compliance with laws governing recorder and clerk functions; supervises, trains, and evaluates staff; performs other duties as assigned.

CLASS CHARACTERISTICS:

This single position management classification assists the Department Head in planning, managing, and conducting all activities of the Clerk-Recorder division including document examination, indexing, record keeping; issuance of marriage licenses, fictitious business name statement filings, and CEQA filings. The position oversees and ensures that all division activities are in compliance with state and federal law, and is responsible for staying current on changes in State and Federal laws and regulations, determining the impact on clerk-recorder activities, making recommendations for compliance and implementing changes to procedures. The position is responsible for directing, training and supervising staff; assisting in developing and monitoring the division budget, and overseeing special projects. This position reports directly to the elected County Clerk-Recorder/Registrar of Voters, who is an elected official with overall statutory and management responsibility for all departmental activities, functions and staff.

EXAMPLES OF DUTIES:

Essential:

Clerk-Recorder Functions

- Directs and monitors division clerk-recorder activities and staff in document and map examination, recordings, rejections, fee collection, indexing, tax computations, and record retention
- Maintains a current knowledge of changes in State and Federal election laws and regulations; determines impact on clerk-recorder activities; makes recommendations for compliance; implements changes to procedures
- 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
- 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
- Creates instructional handouts and forms for the public's use relating to clerk and recording requirements, taxes, fees and services
- Recommends projects based on newly legislated requirements or to improve upon existing services; oversees the development and implementation of approved projects such as implementation of new automation
- Resolves difficult customer service situations

Staff Supervision

- Plans, organizes, assigns and evaluates the performance of subordinate staff; provide direction and coaching, through regular feedback sessions; creates individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; initiates performance improvement plans, proposes and administers discipline.
- Assists in the interview and selection of staff; designs and implements various organizational development and employee training programs manages staff training
- Directs the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.

Administration

- Assists in the development and implementation of division goals, objectives, policies and

procedures; directs and develops work plans, projects, programs; reviews and evaluates work products and methods

- Assists in the preparation of the division budget and special project budgets; implements and administers approved budgets
- Monitors recording and retention systems for errors or defects and ensures corrections are made
- Maintains or directs the maintenance of accurate records and files; ensures the security of confidential records.

EMPLOYMENT STANDARDS:

Knowledge of:

Clerk-Recorder Functions

- Principles and practices of document recording/filing and indexing
- Principles and practices of tax collection and apportionment
- Applicable state and federal laws, codes, regulations and ordinances
- Record keeping, and bookkeeping practices, principles and procedures
- Principles and practices of administrative analysis and research.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations, which may be difficult or confrontational.
- Correct business English usage
- Business arithmetic

Staff Supervision

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training, development and discipline.

Administration

- Record keeping, and bookkeeping practices, principles and procedures.
- Principles and practices of budget development and administration
- Administrative principles and practices, including program development, implementation, goal setting and evaluation.
- Policy development and implementation
- Internal controls and accounting principles and procedures
- Computer applications related to the work.
- Business arithmetic
- Correct business English usage

Skill in:

Clerk-Recorder Functions

- Interpreting, applying and explaining complex laws, regulations and procedures to a variety of individuals.
- Performing document examination
- Exercising sound, independent judgment within general procedural guidelines
- Understanding, interpreting and applying provisions of the laws and regulations to specific situations.
- Establishing and maintaining effective working relationships with

Staff Supervision

- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff
- Selecting, motivating and providing training and development for staff

Administration

- Maintaining accurate records and files.
- Preparing clear, accurate reports, correspondence and other written materials.
- Making accurate arithmetic and statistical calculations
- Assisting in the development and implementation of goals, objectives, policies and procedures.

Ability to:

- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Successfully complete the County Recorder's Association of California Document Examiner Certificate within 12 months of hire
- Work extended hours during election cycles
- Communicate information and ideas in a manner others will understand.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Prepare clear, concise and organized written reports, correspondence and other materials.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Strength and mobility to lift and/or maneuver up to 50 lbs.
- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Mobility to drive a motor vehicle

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

Work Environment:

- Generally a typical office setting
- May be required to travel for meetings or conferences outside of normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licensing and Certification:

- Ability to obtain a valid California Class C driver's license within thirty (10) days of employment, and maintain throughout employment
- Successful completion of the County Recorder's Association of California Document Examiner Certificate within the first twelve (12) months, unless extended by the County Clerk-Recorder due to unavailability.

Special Requirements:

- Work extensive overtime during certain times such as election periods
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- May be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Equivalent to an Associate's Degree with major course work in business administration, geography, history, political science, 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 laws, codes and/or other regulations. Candidates with strong experience who lack the degree are encouraged to apply

PREFERRED: In addition to the above minimum requirements, comprehensive recording operations experience and/or at least one year of supervisory 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.

Approval: Department Head
Date:

EEOC: A
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____