



## CLASS SPECIFICATION

Class Code: 60000130  
Date Established: 07/1973  
Last Reviewed: 05/2021  
Last Revised: 08/2021  
Last Title Change: 04/2013  
FLSA: non-exempt  
Probation: 12 months

### DEPUTY COUNTY RECORDER

#### **DEFINITION**

Under supervision, processes, records, and files a full range of legal documents; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time experience performing functions common to a County Recorder's Office including managing a variety of legal records, as well as performing daily clerical duties; OR an equivalent combination of related training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

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

Record a full range of legal documents including, but not limited to, deeds, trust deeds, assignments, contracts of sale, reconveyances, partnership agreements, and declarations and review them for originality, accuracy, and completeness in accordance with Nevada Revised Statutes and departmental policy prior to recording.

Assign sequential instrument number; calculate and collect appropriate fees and taxes; enter transaction into computer; obtain receipt for customer; prepare for the scanning process to image.

Image recorded documents to create a permanent record; verify quality of electronic image.

Index and encode relevant information from scanned image of documents into the automated database; verify and ensure that information is entered correctly; create an accurate computer index necessary to interpret document to index correctly.

Balance cash drawer and reconcile with the recorded documents to ensure fees have been recorded accurately.

Complete daily bank deposit for monies collected in the Recorder's Office and forward for reconciliation.

Assist with overflow of clerical responsibilities such as inquiries and requests for documents by telephone, in person and by mail; provide information; conduct searches; fulfill requests appropriately.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

##### **Knowledge of:**

Departmental policies and procedures.

Terms and acronyms commonly used in assigned function.

Laws, rules, and regulations that apply to the assigned function.

Operating characteristics of computer information systems and other computer software programs utilized in the department.

**Ability to:**

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

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

**Knowledge of:**

Modern office procedures, methods, and equipment.

Mathematical principles.

Techniques and methods of record keeping.

Numerical, alphabetical, and subject matter filing systems.

Methods and techniques used in data collection.

Methods and techniques used to provide excellent public service.

Microsoft Office Suite software programs.

**Skill to:**

Type and enter data accurately at a speed necessary for successful job performance.

**Ability to:**

Read, accurately interpret, and apply statutes, regulations, legal opinions, and other vital documents and records.

Perform general clerical work including maintaining appropriate files and compiling information for reports.

Perform mathematical computations quickly and accurately.

Effectively plan and organize work to meet schedules and timelines.

Verify accuracy and completeness of submitted documents.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Calculate fees and taxes, make change and balance cash receipts.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

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

Ability to work in a standard office environment. Ability to operate standard office equipment including, but not limited to, computers, telephones, calculators, copiers, and fax machines. 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.*