



CLASS SPECIFICATION

Class Code: 60000133
Date Established: 07/1999
Last Reviewed: 05/2021
Last Revised: 05/2021
Last Title Change:
FLSA: non-exempt
Probation: 12 months

SENIOR DEPUTY RECORDER

DEFINITION

Under general supervision, processes, records, and verifies a full range of legal documents; organizes and provides lead supervision and training to staff engaged in the recording and indexing of a variety of legal 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 marriage and/or real estate related legal documents and calculating associated fees, as well as the use of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum) in performing daily clerical duties and department specific functions; OR one year of full-time experience as a Deputy County Recorder within Washoe County.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises lead supervision.

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.

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

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.

May act as a technical lead for Deputy Recorders to include training and development, establishment of work procedures, and input into performance evaluations.

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 public and departmental staff.

Participate in records retention management.

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 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.

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.

Ability to:

Accurately 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.

Microsoft Office Suite software programs.

Ability to:

Perform mathematical computations quickly and accurately.

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

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.