



CLASS SPECIFICATION

Class Code: 60000135
Date Established: 04/1991
Last Reviewed: 12/2024
Last Revised: 12/2024
Title Change:
FLSA: non-exempt
Probation: 12 months

PROPERTY TRANSFER COMPLIANCE RECORDER

DEFINITION

Under general supervision, reviews property title transfers and Declarations of Value submitted to the County Recorder's office, which involves analyzing, assessing, and auditing; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience reviewing real property documents for accuracy, assessing and collecting fees and transfer taxes, and maintaining financial records; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is 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.)*

Analyze assessments of real property transfer tax for accuracy; make decisions on applicable transfer tax when warranted; notify appropriate parties regarding the review of real property transfer tax.

Examine requests for refunds and exemptions from real property transfer tax to determine their validity using applicable NRS statutes and other legal precedent; approve or deny refunds and exemptions; notify requesting party of the determination.

Review documents received by the Recorder's Office pertaining to transfers or conveyances and inspect accompanying Declaration of Value to determine whether the transfer or conveyance is taxable under NRS.

Balance daily receipts for fees collected in the County Recorder's Office from computer input of fee sheets and receipting; prepare and verify monthly reports to the Treasurer and Comptroller.

Audit the escrow records of various local title companies as authorized by law; investigate those escrow records which show inconsistencies; compile verified discrepancies into an official notice if additional tax is due; transmit notice to title company.

Answer public and departmental inquiries regarding the application of real property transfer tax according to statutes, Nevada Tax Commission rulings, Attorney General opinions, and District Attorney opinions.

Assist in budget administration through the maintenance of records, estimation of monthly receipts and estimation of salary and benefit costs for the coming fiscal year.

Accept and record documents; assist staff and customers in the use of records within the Recorder's Office; provide information regarding the types of instruments recorded and their effect.

Develop and maintain ongoing Real Property Transfer Tax training program for Deputy County Recorders.

Maintain Real Property Transfer Tax employee manual.

Collect replacement funds for returned items.

JOB RELATED AND ESSENTIAL QUALIFICATION

Full Performance *(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.

Fees charged for each type of recording function in the Recorder's Office and specific taxes assessed in the transfer of real property.

Information systems and software used in all recording areas.

Ability to:

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

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

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:

Use, preparation, and effects of a variety of recorded legal documents.

Modern office practices, methods, and computer equipment.

Principles and techniques used to effectively interact with the public.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette.

Techniques and methods of data collection, record keeping, and report preparation.

Numerical, alphabetical, and subject matter filing systems.

Accounting principles and practices.

Principles and practices of professional business correspondence, data entry, and documentation.

Ability to:

Read and interpret legal documents.

Learn and use multiple software and/or information systems.

Complete and maintain accurate records.

Respond to requests and inquiries from the general public.

Understand and accurately follow oral and written instructions.

Write clear and concise reports.

Perform accurate mathematical computations.

Research, compile, and collect data and information.

Maintain confidentiality of data and information.

Plan and organize work to meet schedules and timelines.

Analyze situations carefully and adopt effective courses of action.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster effective and positive 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 professional office environment; ability to travel to different sites and locations.

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