

LEAD DEPUTY CLERK-RECORDER

DEFINITION

Under direction, the Lead Deputy Clerk-Recorder provides lead supervision; plans, coordinates, trains and evaluates operational activities for the Deputy Clerk-Recorder I and II. Performs a variety of clerical and routine administrative duties relating to the County Clerk-Recorder's Department; examines documents, processes land title transactions, records and supervises vital statistics functions and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest working level and lead supervision level in the Deputy Clerk-Recorder class series. Incumbents have responsibility for lead supervision and work coordination responsibilities for Clerk-Recorder's I and II. Employee performs a variety of assignments, requiring substantial experience and working background. Employee performs complex and difficult tasks requiring research and problem resolution which requires specialized training and knowledge of the land title transaction process. Employee is responsible for participating in the hiring, evaluation, training and disciplinary functions of the division.

REPORTS TO

Assistant County Clerk-Recorder.

CLASSIFICATION DIRECTLY SUPERVISED

Provides lead direction and work coordination for Deputy Clerk-Recorders I and II and extra help employees.

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EXAMPLES OF DUTIES

- Provides lead direction and work coordination for Deputy Clerk-Recorder I and II and other staff.
- Performs the more complex document processing duties related to a programmatic area of assignment; researches problems and acts a resource to other staff members regarding documentation and/or procedural issues.
- Examines and reviews documents for accuracy to be recorded in accordance with laws governing public recordation.
- Ensures Land Title documents meet legal recording requirements including original signatures, acknowledgements dates and legibility, etc.
- Indexes/verifies and processes documents recorded daily.
- Serves as a resource to the general public, provides answers and information regarding complex processes and procedures.
- Serves as the contact/liaison to title companies and document preparation companies.
- Prepares invoices, complex reports and tracks transmittals from State agencies.
- Prepares annual Recorder's Statistical Report.
- Maintains official map program; indexes and archives maps to disk.
- Cashiers and collects fees, prepares daily deposits and index reports, processes credit card transactions and electronic fund transfers.
- Balances monthly Special Revenue Fund accounts with Auditor and State.
- Supervises the submittal and filing of CEQA documents, including Environmental Impact Reports, Notices of Determination, etc.
- Analyzes documents for the applicability of documentary transfer tax and affordable housing and jobs tax.
- Files Fictitious Business Name Statements, requiring certificates of incorporation and partnerships.
- Provides clerical support during the election process.
- Oversees the archival process of historical records, microfilm, film storage and inventory located at secured offsite storage facility.
- Travels out of county to audit and inventory archived records located in secured storage facility.
- Participates in the hiring of assigned staff.
- Evaluates employee performance, counsels employees, recommends initial disciplinary action and other personnel decisions.
- Performs related duties as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, scanners, calculators, 10 key, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public. Out of office travel may be required for training purposes.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The California statutes pertaining to the functions of the County Clerk-Recorder; legal responsibilities, methods and documents used to convey and transfer title of real property.
- Standards required in the processing, certification and storage of vital records.
- Standards required for the retention of current, historic and archived records.
- Modern methods and techniques used with filing, indexing, and information retrieval systems.
- Principles and procedures of lead direction, coordination and organization, report preparation, basic arithmetic, account tracking and balancing.
- Operational use of scanners, copiers and computer.
- Principles of business letter writing, English usage, composition, vocabulary, spelling, grammar and punctuation.
- Notary Bond and Fictitious Business Name Statement filing.
- Procedures of issuing marriage licenses and performing wedding ceremonies.

Ability to:

- Provide lead direction and training for Deputy Clerk-Recorder I and II and other staff.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing recording of legal documents.
- Apply election policies and voter registration procedures.
- Operate a variety of office equipment including computers, copiers, scanners, 10 key and microfilm equipment.
- Prepare and maintain reports, records and logs.
- Apply election and voter registration policies.
- Establish and maintain cooperative working relationships within department and other departments.
- Deal tactfully and courteously with public in explaining and providing assistance with document submission and recording procedures.

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Training and Experience:

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

Associates of Arts or Bachelor's degree in Business, Computer Science, Geography, History, Political Science or Law.

One (1) year minimum of supervisory experience.

Two (2) years' experience performing duties as a Deputy Clerk-Recorder II.

Three (3) years' experience in analyzing legal documents.

Two (2) years' experience in land title transaction related industry such as a title company or related field.

Completion of Recorders Certification Training is highly desirable.

Special Requirements:

Must possess a valid driver's license at time of application and possession of a valid California Driver's License by time of appointment. The valid California Driver's License must be maintained throughout employment.

Must pass a Department of Justice (DOJ) background check as a condition of employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.