

**DEPUTY CLERK-RECORDER I**

**DEFINITION**

Under general direction to perform a variety of clerical and routine administrative duties relating to the County Clerk-Recorder's Office involving receiving, examining, processing, recording and maintaining records; to participate and assist in the election process, and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Deputy Clerk-Recorder class. This class is distinguished from the Deputy Clerk-Recorder II by the performance of the more routine tasks and duties assigned to positions within the series including document recording and filing. Incumbents are expected to enter the work area with office skills and background, even though they are not expected to be familiar with the policies and functions of the County Clerk-Recorder. When the requested experience and background has been acquired and sufficient work skills and knowledge are demonstrated, an incumbent may be promoted to Deputy Clerk-Recorder II.

**REPORTS TO**

Lead Deputy Clerk-Recorder

**CLASSIFICATION DIRECTLY SUPERVISED**

None

## **DEPUTY CLERK/RECORDER I - 2**

### **EXAMPLES OF DUTIES**

- Receives and examines documents to be recorded in accordance with laws governing public recordation.
- Ensures documents are properly signed, acknowledged, dated and legible.
- Records and indexes documents that are legally entitled to be recorded.
- Cashiers and processes recordings, marriage license applications, applications for certified copies of vital records, fictitious business name statements, notaries public filings, power of attorney filings and other documents.
- Issues marriage licenses and performs wedding ceremonies.
- Enters and indexes appropriate information into a specialized official record database system.
- Files and maintains records.
- Compares hardcopy documents to microfilmed document images.
- Prepares documents for return mailings.
- Files CEQA documents including environmental impact reports, notices of determination and other notices.
- Verifies map scanning and recording; prepares map electronic media for distribution.
- Records mining claim documents, ensuring appropriate property taxes have been paid.
- Prepares marriage license packets, vital record request forms and mining claim forms.
- Maintains inventory of office supplies.
- Provides support for the election process.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

## **DEPUTY CLERK/RECORDER I - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office practices and procedures.
- Methods and techniques of filing, indexing and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic.
- Computers and software applications.
- Operation and use of office equipment.
- Legal terminology, forms and procedures.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Cashiering and security procedures.
- Basic land title process.
- Basic voter and election process.

#### **Ability to:**

- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing the recording of legal land title transaction documents.
- Manage and balance cash transactions and prepare daily deposits.
- Operate a variety of office equipment including typewriters, computers, copiers, adding machines and scanning equipment.
- Prepare and maintain reports, records and logs.
- Establish and maintain cooperative working relationships.
- Understand election and security procedures.

## **DEPUTY CLERK/RECORDER I – 4**

### **TRAINING AND EXPERIENCE:**

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

Two (2) years' experience of governmental, computer or administrative experience in a customer service based office.

Associate's degree may be substituted for one (1) year of required work experience.

### **Special Requirements:**

Must possess a valid driver's license at the time of application a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained through employment.

Must possess 40 words per minute (WPM) typing certificate or pass exam.

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.