



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy Recorder</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Recorder</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Recorder's Office</u>	JOB CODE: 101	

SUMMARY:

The Chief Deputy Recorder reports directly to the Recorder of Deeds, oversees and directs the day-to-day operations of the Recorder's Office, and assumes responsibility for office operations in the absence of the Recorder.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Provides direct and indirect oversight of the day-to-day operations of the Recorder's Office; Identifies areas of the office operation that could benefit from re-organization or improvement, offers and receives input on a variety of office issues; develops office procedures and trainings; Monitors employee performance and coaches staff with performance problems; Manages scheduling, payroll oversight, and office policy enforcement; Trains all new employees and existing employees on new systems and responsibilities assigned to them; Serves as the primary resource for staff faced with unusual requests or problems.

Examines and verifies documents that have been entered/recorded by Deputy Recorders; Ensures office adherence to state statutes, Boone County ordinances, office policy and procedure; Resolves problems and errors that arise during the recording process; Resolves computer program problems and errors that arise during the entry and retrieval processes.

Oversees daily, monthly, and annual reporting to a variety of sources; These reports are relied on by government agencies, businesses, and members of the public for a variety of essential purposes; Oversees billing to a variety of customers, including the calculation of fees to be charged; Provides monthly reports to the County Auditor and County Treasurer that are relied on for the processing of payments to vendors and deposits to the County.

Acts as a primary liaison between the office and both inter-county and external stakeholders; Interacts daily with members of the public seeking Recorder's Office services; Assists

customers in-person, by phone, and by mail; Acts as the first point of contact for problem resolution and complaints; Resolves most office problems using personal judgment, discretion, and knowledge of office policy and procedure.

Works under the general supervision of the Recorder but must regularly exercise independence, initiative, judgment, and discretion when directing the work to be done and the manner in which office goals and objectives will be accomplished. Work regularly involves prioritizing and managing multiple, on-going, projects and deadlines.

Performs other duties as required and assigned.

KNOWLEDGE AND SKILL:

1. Expert level of knowledge of legal documents such as warranty deeds, land titles, plats, and surveys, sufficient to problem solve and make policy decisions on behalf of the office.
2. Expert level of knowledge of Missouri Statutes related to the recording of documents.
3. Knowledge of technology sufficient to act as the liaison with the IT Department related to the installation and maintenance of office computer applications.
4. Skill in staff coaching and management.
5. Skill in resolving conflict and dealing with agitated customers
6. Skill in research, writing, and communication sufficient to resolve conflict, convey complex information, and advance the work of the Recorder's Office.
7. Ability to multi-task with frequent interruption, prioritize work assignments, and resolve novel problems while maintaining excellent customer service.
8. Ability to understand changing legislation and apply it to the workplace.
9. Ability to establish and maintain cooperative working relationships with the public, other employees, elected officials, and vendors.
10. Ability to carry out the responsibilities and duties of the office in the absence of Recorder.
11. Ability to work independently and use good judgment.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL prolonged standing, squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in business, law, real estate, or related field; significant office experience and technology knowledge and experience required.

PREFERRED QUALIFICATIONS:

Prior supervisory experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)