



CLASS SPECIFICATION

Class Code: 0134
Date Est: 07/1999
Last Rev: 11/2019
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

RECORDING SUPERVISOR

DEFINITION

Under direction, supervises, plans and manages the work and operations of the deputy recorder staff and other personnel in the County Recorder's Office; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university with major course work in business management or a closely related field AND one year of full-time experience recording, preserving, archiving, scanning and indexing a variety of legal documents including two years of full-time lead or supervisory experience; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise and direct the operations and activities of assigned staff; develop, plan, coordinate, implement and evaluate policies, procedures and objectives; prepare work plans, schedules and budgets; cultivate strategies to advance the goals of the office.

Manage staff including staff selection, staff training in proper work methods and techniques, assigning and reviewing work, conducting performance evaluations, providing coaching, mentoring and professional development, and implementing discipline and conflict resolution procedures when necessary.

Supervise and manage records operations including records retention as mandated by the Nevada Administrative Code and the Nevada Revised Statutes.

Develop and implement streamlined work methods to enhance the efficiency and level of service of the Recorder's Office; set objectives for new programs and monitor the performance of the new programs against those objectives.

Interpret laws, codes, rules and regulations that apply to the recording operation; make decisions on difficult questions affecting departmental procedures or the recording process; respond to inquiries and complaints from the public, staff, co-workers or other agencies and resolve problems while maintaining effective public relations and providing a satisfactory level of service.

Oversee the timely processing of legal records and documents; classify records and documents; review records and documents for completeness, accuracy and appropriate execution.

Prepare proposed legislation, rules and regulations and review to determine effect it may have on revenue, fees, procedures, budgetary implications, or conflict with current statutes, rules or regulations; track any proposed legislation, providing written evaluation supporting/opposing bills and presenting testimony if needed; compile status reports at the end of each legislative session with a list of bills that passed, description of bill, effect of each bill and the effective date of implementation.

Prepare clear and concise reports including statistical, revenue tracking, annual mining, fiscal and real property transfer tax revenue reports.

Work closely and collaboratively with the Deputy District Attorney(s) assigned to the department to resolve any legal questions or situations that may affect the office.

Perform technical review of maps for compliance of Nevada Revised Statutes, applicable County codes and city ordinances.

Perform any and all Examples of Duties found on the Deputy County Recorder job class specification.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

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 Administrative Codes, Nevada Tax Commission rulings and 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.

Management information systems and software programs used in all recording areas.

Budget monitoring and tracking.

Ability to:

Supervise, organize and review the work of personnel.

Select, train, mentor and evaluate staff.

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

Respond to inquiries and effectively handle complaints and concerns.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of established departmental goals.

Interpret and apply pertinent laws, codes and regulations related to documents and vital records including departmental policies and procedures.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Research, compile, tabulate, analyze and interpret data and information; write complete and comprehensive reports.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other methods and techniques.*)

Knowledge of:

Principles and practices of effective employee supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation and discipline.

A variety of legal documents that are recorded, their proper preparation, and effect.

Laws, rules and regulations relating to legal recording functions.

Modern office practices, procedures and computer equipment.

Bookkeeping and cashing principles.

Basic principles of budget preparation and control.

Ability to:

Perform basic math calculations including addition, subtraction, multiplication, division and percentages.

Read and interpret legal documents to be recorded.

Verify accuracy and completeness of recorded documents.

Locate and retrieve recorded legal documents within the Recorder's Office.

Compile data; write complete and comprehensive reports.

Plan, organize and direct work to meet schedules and timelines.

Oversee cash receipts and complete bank deposits.

Communicate in a clear, concise manner, both orally and in writing.

Operate modern office equipment, including computer and printing equipment.

Effectively and professionally represent the Recorder's Office to various customer groups for services provided by the department.

Establish and maintain effective and collaborative working relationships with co-workers, other agencies and the general public.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment including the ability to lift and move objects weighing up to 28 lbs. Ability to use office equipment and software including computer, scanners, microfilm, imaging equipment, printers, copiers, telephone, and fax.

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