



CLASS SPECIFICATION

Class Code: 0137
Date Est: 10/2001
Last Rev: 01/2018
Last Title Chg:
FLSA: exempt
Probation: 12 months

CHIEF DEPUTY RECORDER

DEFINITION

Under direction of the County Recorder, plans, organizes and directs the activities of the Recorder's Office; evaluates program effectiveness and implements appropriate changes; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration AND two years of experience in the recording field including one year of supervision; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

None.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory and support staff.

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

Assist the County Recorder in the planning, organizing, directing and managing the functions of the Recorder's Office by assessing staffing, equipment and customer needs to ensure the office is functioning in accordance with their statutory requirements.

Supervise assigned staff which includes staff selection, provide training in proper work methods and techniques, assign and review work, conduct performance evaluations; implement discipline and conflict resolution as necessary.

Handle the more complex recording assignments including interpreting Nevada Revised Statutes, Nevada Administrative Code, the U.S. Constitution, District Attorney Opinions, and Attorney General Opinions and recording documents, conducting searches of legal documents, determine recording fees, and prepare certified copies of requested documents.

Participate in the development of departmental opinions and positions on proposed legislative issues and present testimony to legislative committees.

Analyze the operational impact of changes in legislation that affect the Recorder's office.

Evaluate operational performance, review work methods, and procedures; develop and implement changes in work processes, work flow, and/or equipment used to ensure efficient operations.

Coordinate assigned services and activities with other programs, divisions, departments and outside agencies.

Prepare and approve budget recommendations and monitor expenditure control during the fiscal year.

Represent the Recorder's Office to professional and civic groups, and other governmental agencies to explain policies and procedures, and changes in the law.

Conduct research and analyze statistics; prepare reports including budget recommendations and Board of County Commissioner agenda items.

Act as County Recorder in the Recorder's absence or when delegated.

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:

Departmental policies and procedures.

Laws, rules, regulations, and legislation affecting the functions of the Washoe County Recorder's Office, including public access to documents and information.

Countywide personnel policies such as Equal Employment Opportunity Plan, sexual harassment, discrimination and EEO.

Management information systems and software programs used in the assigned area(s).

Ability to:

Select, supervise and evaluate the performance of assigned staff.

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

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

Knowledge of:

Operations and functions of a County Recorder's Office.

Legal processes, documents and functions of the County Recorder's Office.

Methods and techniques of record keeping and information retrieval systems.

Budget development methods and techniques.

Principles of general management, supervision and training.

Modern office practices, methods and computer equipment.

Ability to:

Select, supervise, train and evaluate assigned staff.

Recognize work methods and procedures that promote a safe working environment for employees and others and to train staff in same.

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

Examine and determine the acceptability of documents for recording.

Provide explanations, information, answer questions, respond to inquiries and provide assistance in a manner that does not provoke or intimidate members of the public.

Plan, coordinate and direct the day-to-day activities of the Washoe County Recorder's Office.

Interpret and apply pertinent laws, codes and regulations related to documents and vital statistics information in the County Recorder's Office, including departmental policies and procedures.

Respond to requests and inquires related to policies and procedures.

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

Research, compile, tabulate, analyze and interpret data and information.

Write correspondence, memoranda and reports.

Operate a personal computer and use a variety of software packages.

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

Establish and maintain effective working relationships with those contacted in the course of work.

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

Ability to work in a standard office environment. Ability to use microfilm and microfiche equipment. Ability to operate standard office equipment including computers, telephones, calculators, copiers and fax machines. Ability to lift and carry objects weighing up to 25 lbs.

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