

Jurisdictional Class: Competitive
Adopted: February 23, 2007
Revised: July 9, 2010

RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for processing and recording various legal documents filed and recorded in the County Clerk's Office. The incumbent is expected to independently perform duties within the scope of specific laws, office rules, and procedures relating to the recording, indexing, and filing of legal instruments. Supervisors are available for consultation on unusual problems and provide instruction on new or difficult assignments. Work is performed under general supervision with leeway allowed for the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a computer in performing some of the duties listed below:

Receives, prepares, examines, and records land records, judgments, court records, and other legal instruments presented for filing and recording;

Compares indexing with original documents to assure completeness and correctness;

Computes and collects recording fees or taxes for a variety of legal documents;

Issues receipts and accounts for monies received;

Assists the public in searching for documents or recording data as requested;

Conducts routine correspondence and answers telephone requests on matters where policy and procedures are well defined;

Examines, prepares, and indexes a variety of legal instruments relating to civil and criminal matters;

Maintains files of legal instruments and related materials;

Issues conservation licenses, collects fees, and prepares related reports;

Issues pistol permits;

Processes passport applications and takes pictures with digital passport camera;

Operates copiers, scanners, computers, calculators, fax machines, or other office machines;

Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to readily acquire knowledge of and familiarity with pertinent regulations, rules, laws, and policies governing the examination, recording, and indexing of legal documents filed or recorded in the Office of the County Clerk;

Working knowledge of office terminology, procedures, and equipment;

Working knowledge of business arithmetic and English;

Ability to understand and follow oral and written instructions;

Ability to deal effectively with the public;

Ability to operate a computer;

Ability to write legibly;

Clerical aptitude.

Recording Clerk

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) One (1) year of clerical experience working with legal instruments and records in a department of municipal government, law office, or title company, *involving the use of typing, data entry, and/or computer input;
or
- (b) Two (2) years of general clerical experience *involving the use of typing, data entry, and/or computer input;
or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

* **NOTE:** Satisfactory completion of a high school course in typing, data entry, or computer will satisfy this requirement.

NOTE: Secretarial training beyond high school may be substituted for general clerical experience as outlined in (b) above on a year-for-year basis.