

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSISTANT COUNTY RECORDER
CLASS CODE: 1120
FLSA STATUS: EXEMPT
EFFECTIVE DATE: AMENDED 03/19/2008 (Revised 1/27/98 version)
DEPARTMENT: RECORDER

JOB SUMMARY

Acts as the County Recorder's assistant in managing and overseeing all the duties and functions of the Recorder's office as mandated by state law and dictated by administrative requirements.

CLASS CHARACTERISTICS

This is an assistant department head classification level.

ESSENTIAL FUNCTIONS

Assists in the recording and indexing of legal documents.
Assists in oversight of the mapping of documents and conveying necessary information to other County offices.
Participates in the process of interviewing, hiring, managing, and disciplining of office personnel.
Assists with budget preparation and tracking expenditures.
Meets with, and answers questions from, the public regarding land parcel details.
Serves on assigned technical committees and represents the Recorder's office.
Authors correspondence regarding Recorder's functions.
Assists with the purchasing process and the automated request system.
Processes payroll.
Assists with the acquisition and application of new technology, including program development and testing.
Assists with the drafting and writing of department policy and procedure manuals.
Acts as County Recorder in Recorder's absence.
Attends Commission and department head meetings in Recorder's absence.
Participates in Utah Association of County Recorders meetings.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Appears in court to testify concerning recorded documents.
Assists in teaching the State Cadastral Mapping Certification class.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in operating computer programs; Ability to communicate effectively verbally and in writing; Knowledge of State law governing the recording, indexing, and mapping of legal documents; Knowledge of geographic information systems (GIS) technology and its application to recorder mapping functions including coordinate geometry (COGO) applications and applied trigonometry; Knowledge of real estate and title law as applied to the Recorder's office; Knowledge of surveying and civil engineering practices as applied to the Recorder's office; and Knowledge of supervisory techniques.

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PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; Use tools or equipment requiring a high degree of dexterity; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; and Work may expose incumbent to volatile situations with the public.

EDUCATION AND EXPERIENCE

Equivalent to a BA/BS degree in Public Administration or in GIS, Surveying, Cartography, Geography, or related field; and five (5) years professional level work experience performing cadastral mapping and/or administrative functions similar to the Recorder's Office, of which two (2) years must have been in a supervisory capacity. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbents must possess a Certified Cadastral Mapper certificate or class completion certificate from the Utah Association of County Recorders.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.