



CLASSIFICATION NO. 050
Established: 1/93, 12/07
Revised: 12/24
FLSA: Exempt
EEO: 2

RECORDING MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize and manage the preservation, custody and recording of official County documents, licenses and records; to ensure recording procedures comply with statutory requirements; to supervise technical and clerical support staff; to maintain an inclusive, welcoming, safe, and secure workplace for staff and the public; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Office of the County Clerk is responsible for administering and conducting all federal, state, and local elections in Clackamas County; processing all real property transactions, plats, Board of County Commissioner's Journal documents, and Board Orders for Clackamas County; issuing marriage licenses and officiating weddings; processing Oregon Liquor Cannabis Commission (OLCC) applications; coordinating the Board of Property Tax Appeals which resolves property assessment appeals; accepting passport applications; and supporting other County departments in making public records available to the general public.

The Recording Manager is responsible for managing the technical and administrative activities of the Recording Division to provide complete, accurate, secure and accessible public records pertaining to real property transactions, Commissioners' Board Orders, agreements and contracts, Marriage Licenses, Domestic Partnerships, Board of Property Tax Appeals, Oregon Liquor Cannabis Commission (OLCC) applications, following all federal, state, and local laws and rules, and incorporating available technology and best practices. Responsibilities also include preparing, administering, and monitoring the annual budget for the Recording Division, and working closely with other county departments, third party vendors, and Federal, State and Local government agencies.

The Recording Manager differs from the Records and Information Manager who is responsible for the implementation and compliance with a County-wide records management plan. It also differs from the Recording Specialist classification series which performs technical and administrative functions within the Recording Division but does not have supervisory nor management responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Manages, directs, and organizes the Recording Division of the Office of the County Clerk; interprets and applies federal, state and local law, including administrative rule; oversees

and coordinates the activities of staff involved in preparing public documents for recording, indexing or digital imaging, accepting and processing marriage license applications, coordinating wedding officiation, maintaining bookkeeping records on filing and licensing fees, updating computer records and assisting the public in accessing public records.

2. Consults with County Clerk, County Counsel and State agencies regarding statutes and administrative rules affecting Division operations; develops and implements programs, policies and procedures to meet legal requirements; coordinates operations with other departments, agencies, and interested parties within and outside the County.
3. Acts as a representative of the County Clerk in maintaining liaison with other county, state and federal offices, including the State Archivist and other county clerk's offices; participates in exchanging information, developing cooperative programs and formulating legislation; attends professional conferences and meetings; responds to public inquiries and complaints.
4. Hires and supervises division staff; actively participates in recruitment, selection, hiring, and retention of staff; coaches and mentors assigned staff; encourages professional development; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
5. Prepares, administers, and monitors the annual division budget; determines and justifies costs; monitors and controls budget expenditures for labor, Helion Software, materials and other recording expenditures; negotiates and administers contracts with third party vendors; works with internal departments for services, materials, and equipment.
6. Coordinates and reviews with Recording Specialist Senior staff the daily fiscal responsibilities including daily deposits, invoices, interfunds, revenue discrepancies, and other daily fiscal activities.
7. Negotiates and administers contracts for services, materials and equipment; determines cost feasibility of special projects and implementation of new programs or procedures.
8. Confers with the County's Technology Services Department to develop, implement and maintain computer programs and data base files used to store, track and retrieve information on public documents and records; coordinates data sharing with other departments; researches new technology to improve system efficiency; manages and oversees the use of the Helion Software program; consults with Helion Services and Technology Services when needed about technical inquiries with the Helion Software which is used to perform the majority of the daily functions in the Recording Division.
9. Provides direct notary services and supervises notary services provided by division staff; obeys State laws and regulation that govern the practice of a notary act; responsible for developing, practicing, and monitoring staff on following the policy and procedures established in the Recording division under guidance of State law that guides staff in their

functions when a notary act is being performed to prevent conflict of interest between performing a notary act and recording the document.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Federal, state, and local laws, State of Oregon statutes, rules, and regulations governing the duties of the County Clerk and proper recording procedures of public documents; information technology and computer knowledge applicable to recording administration and functional responsibilities; project management practices.

Working knowledge of: Principles and practices of management and supervision; participative management theories; techniques of budgeting and fiscal administration for local governments; data processing applications for records management; modern office practices and procedures; diversity, equity, and inclusion in providing government services.

Skill to: Analyze, interpret and apply state statutes, legal opinions and administrative rules; develop and implement cost effective programs, policies and procedures; plan, organize and direct division operations and assigned personnel; create a culture of teamwork, accountability, and communication; prepare and administer an approved budget; communicate effectively communicate effectively verbally, in writing, and while presenting with varied stakeholders; conduct research and verify the authority and accuracy of information; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; establish and maintain effective working relationships with stakeholders.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience, which must include three (3) years of leading and/or supervising staff, that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within six (6) months of hire, possess Notarial Commission through the Oregon Secretary of State.

Within two (2) years of hire, possess Certification from the Oregon Association of County Clerks (OACC) as a Certified Recording Administrator (CRA) or similar certification.

Preference for possession of or obtaining after hire: Certified Recording & Elections Administrator (CRA/CEA) through the Oregon Association of County Clerks (OACC).