



CLASSIFICATION NO. 050
Established: 1/93, 12/07
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 personnel; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The County Clerk's Office is responsible for conducting elections, maintaining official records, and coordinating the Board of Property Tax Appeals which resolves property assessment appeals.

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 land transactions, Commissioners' Board Orders, agreements and contracts, marriage licenses, Board of Property Tax Appeals, and other records and documents.

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 Records and Elections Technician positions which perform the technical and administrative functions of the County Clerk's Office, but do not have supervisory or management responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Manages the Recording Division of the County Clerk's Office; oversees and coordinates the activities of personnel involved in preparing public documents for recording, indexing or digital imaging, accepting and processing marriage license applications, 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 and agencies within and outside the County.
3. Hires and supervises technical records personnel to provide quality service to citizens and County staff; 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.

4. Prepares Division budget and submits for approval to the County Clerk; determines and justifies costs; monitors budget expenditures; collects and disburses filing and licensing fees.
5. Acts as 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.
6. Negotiates and administers contracts for services, materials and equipment; determines cost feasibility of special projects and implementation of new programs or procedures.
7. Confers with the County's Information 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.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: State of Oregon statutes, rules and regulations governing the duties of the County Clerk and proper recording procedures of public documents; principles and techniques of records management.

Working knowledge of: Principles and practices of management and supervision; participative management theories; techniques of budgeting and fiscal administration; data processing applications for records management; modern office practices and procedures.

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; prepare and administer an approved budget; communicate effectively, both orally and in writing; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with the public, private organizations and government agencies.

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 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 may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.