



CLASSIFICATION NO. 635
Established: 12/18
Revised: 12/24
FLSA: Non-Exempt
EEO: 6

RECORDING SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to provide customer service and information to the public and other internal and external stakeholders; to perform a broad range of technical, clerical and specialized support duties relating to the recording, custody and preservation of official documents; to issue marriage licenses and domestic partnerships, and schedule wedding officiation; 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.

Recording Specialist is the first level in the Recording Specialist classification series. Incumbents process and maintain, in accordance with established guidelines and statutory requirements, a variety of records and documents required by law to be recorded. These include, but are not limited to, real estate documents such as plats, partition plats, liens, releases, deeds, and mortgages, marriage licenses, domestic partnership registrations, Board of County Commissioners' orders and agreements, and contracts generated by County departments.

Recording Specialist differs from Recording Specialist, Senior which has primary and lead work responsibility for assigned staff, and guiding and monitoring all recording and financial related activities and inventory control of equipment and supplies. The Recording Specialist series differs from the Office Specialist and Administrative Specialist classification series which performs a variety of moderately difficult administrative support activities according to generally established guidelines, regulations or instructions but not the specialized duties of official recording functions.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides outstanding customer service and information to both internal County and external customers via phone, online, in-person, and mail; receives and responds to requests and questions from the general public; answers questions regarding Recording Division's processes, procedures and regulations according to established guidelines, regulations, instructions and statutes; directs customers to appropriate County department if resources external to Recording Division are needed to resolve customer issues.
2. Prepares, records, scans, indexes, and files a variety of official and permanent records to adhere to State laws; maintains data and image integrity and quality control metrics; performs detailed review of documents and information; searches computerized records and microfilmed images; maintains microfilm and scanning equipment.
3. Applies and explains regulations and statutes that guide the recording process; assists customers in recording various documents to meet statutory guidelines; instructs customers on researching and retrieving official, legal documents and departmental records; directs customers to appropriate County department if unable to resolve property issues.
4. Prepares and provides copies of certified and non-certified documents that are recorded as official or permanent records of the County; locates document, makes official copy, and if certification is necessary, stamps, seals and signs document; imports and exports images between software applications; uploads images daily to vendor who creates archival microfilm for the County's permanent record.
5. Issues marriage licenses and domestic partner registrations; accepts, reviews, and processes marriage license applications; sends marriage licenses and amendments to the State; maintains record of incomplete marriage licenses in the Recording Division.
6. Assists the County Clerk with performing wedding ceremonies; schedules the appointments, informs the couples about vows, reviews the required identification requirements, and fees; issues a marriage license if needed on the day of the ceremony; on the appointment date, verifies the couple's information, and reviews the marriage license if issued in Clackamas County.
7. Receives and accepts the correct fee amount for OLCC liquor license applications for businesses in unincorporated areas of the County, including renewals; verifies information provided by OLCC applicant ensuring information is accurate and complete.
8. Determines recording and copy fees; cashiers and receipts payments; balances individual daily cash drawer.
9. If certified, provides direct notary services; obeys State laws and regulation that govern the practice of a notary act; follows 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.

10. Retains the budget records of local Taxing Districts; follows the guidelines set in ORS 294 and ORA 166; accepts the documentation via mail, over the counter or digitally; uploads the documentation into the digital record program within the correct fiscal year(s); responds to internal and external inquiries.
11. Acts as a representative of the Clerk's Office by working collaboratively with coworkers, other division and department staff, other county and state department staff, and stakeholders to maintain an inclusive, positive, and supportive work environment; actively participates in workplace preparedness, safety and security procedures and planning.

Positions requiring bilingual skills:

12. Provides written and verbal services in both English and second language for recording and general services to the public; may be called on to provide written and verbal services in both English and second language to assist other functions within the Clerk's office including assisting the Clerk, voting, elections and public access to government services; participates and provides organizational support for voter outreach activities and community events in English and second language.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Relevant Oregon Revised Statutes with emphasis on ORS Chapter 205, 93, 86, 87, 194 and 106; Administrative office practices, procedures, and techniques; cash handling, cashiering, recordkeeping and reporting techniques; customer service excellence techniques and concepts; basic grammar, composition, and spelling; basic math; office equipment and machinery, including computers, software and scanners; concepts and techniques for organizing work.

Skill to: Organize and carry out work assignments in an independent manner; establish and maintain effective and collaborative working relationships and treat others with dignity and respect; provide excellent customer service by effectively meeting and interacting with members of the public, co-workers and county staff from other departments in a courteous, professional manner; maintain accurate records; set priorities and meet deadlines; communicate effectively; both orally and in writing; operate office equipment, including computers, software applications, microfilm and microfiche equipment, and scanners with accuracy; perform routine math calculations, cashiering, and cash handling; follow security procedures and maintain data confidentiality such as social security information reflected on marriage applications/licenses.

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 two (2) years of related experience, which must include two (2) years performing customer service where solutions to customer issues and challenges was provided and one (1) year with a significant data entry component, that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

Some positions require bilingual fluency in one of the identified languages (Chinese, Russian, Spanish, Ukrainian, or Vietnamese) and English.

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.

POST-EMPLOYMENT REQUIREMENTS

Preference for possession of or obtaining after hire: 1) Notarial Commission through the Oregon Secretary of State, and 2) Certified Recording Administrator (CRA) through the Oregon Association of County Clerks (OACC).