



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

RECORDING SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to provide customer assistance and perform a variety of specialized support duties relating to the recording, custody and preservation of official documents; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Recording Division, within the County Clerk's Office, records and preserves, on microfilm or digital image, public records such as deeds, mortgages and other real property related transactions, marriage licenses and domestic partnership registrations, Oregon Liquor Control Commission (OLCC) applications, and Clackamas County Board Orders.

Recording Specialist is the first level within the Recording Specialist 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 all recording and financial related activities and inventory control of equipment and supplies. The Recording Specialist series differs from the Office 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 customer assistance and information to both internal County and external customers; receives and responds to requests and questions from the general public via in person, by telephone, mail, and on-line; 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. Records documents adhering to State laws, data integrity and quality control metrics; performs detailed review of documents and information; searches computerized records and microfilmed images; 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.

3. Prepares and provides copies of certified and non-certified documents that are filed 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.
4. 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.
5. Processes OLCC liquor license applications for businesses in unincorporated area of the County, including renewals; verifies information provided by OLCC applicant ensuring information is accurate and complete; ensures all appropriate documents are submitted with the application, if required; forwards application to Sheriff's Office who conducts and coordinates approval process; when review is completed, notifies applicant and OLCC regarding result of application process.
6. Determines recording and copy fees, cashiers, and receipts payments; invoices daily accounts; balances daily cash receipts.
7. Prepares, records, scans, indexes and files variety of official and permanent records of the County; enters information regarding recorded documents into computerized recording system; reviews recorded and imaged documents for quality; maintains microfilm and scanning equipment.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Relevant Oregon Revised Statutes with emphasis on ORS Chapter 205, 93, 86, and 87; public and customer service techniques; office operations and procedures; cash handling, cashiering, and recordkeeping techniques; English spelling, punctuation, grammar and composition; office equipment, including computers, software and scanners; scanning and other official recording techniques; concepts and techniques for organizing work; business math.

Skill to: Organize and carry out work assignments in an independent manner; establish and maintain effective working relationships with co-workers and the public; provide customer assistance and service; effectively meet and interact with the public, co-workers and a wide variety of people from diverse cultures and socioeconomic backgrounds in a courteous, professional manner; maintain accurate records; 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 that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must be able to perform data entry at a minimum of 8100 keystrokes per hour.

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.