



CLASSIFICATION NO. 636

Established: 12/18

Revised: 12/24

FLSA: Non-Exempt

EEO: 6

## **RECORDING SPECIALIST, SENIOR**

### **CLASS CHARACTERISTICS**

Under direction, to lead the work of assigned staff and functions relating to the preservation, custody and recording of official documents and records; to perform a variety of operational support duties; to act as subject matter expert in real property records, marriage licenses, domestic partnerships, County Board Orders, OLCC Liquor Applications from non-incorporated areas in the County; 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, Senior is the advanced working level within the Recording Specialist classification series. The incumbent has lead work responsibility for assigned staff and guides day-to-day activities and functions. Responsibilities include leading the work of and monitoring all official recording activities including maintaining records according to state statutes, legal requirements, regulations and policies of the County Clerk, creating staff schedules, quality control of recording and indexing, reconciling daily financial transactions, performing the more technical functions that are required to oversee and perform official recording functions, and inventory control of equipment and supplies.

Recording Specialist, Senior differs from Recording Specialist which primarily focuses on providing direct customer service and the processing and data entry of records and documents authorized by law to be recorded but does not act as a technical subject matter expert and does not have lead responsibility for regular staff.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Leads the work of assigned staff; monitors workflow and makes adjustments to workflow; creates staff schedules; provides direction and assistance to resolve difficult office, technical and procedural issues; prioritizes assignments; conducts trainings for staff under direction of

the manager; provides input to manager regarding work performance; may participate in hiring process.

2. Oversees day-to-day activities performed by staff; provides quality control of recording and indexing of documents; analyzes, explains and reconciles unusual or escalated issues and concerns; monitors workflow and makes adjustments to work schedules while ensuring standards, deadlines and goals are met; ensures quality control metrics are followed for processing, recording, indexing, scanning and maintaining hard copy and electronic images and information; interprets, processes, verifies, and corrects data from recording, marriage, and OLCC records; explains land-related documents submitted for recording without giving legal advice.
3. Liaisons with state agencies overseeing marriage licenses, domestic partner registrations, and OLCC liquor licenses; resolves issues regarding confusing or missing information and the transfer of information online; monitors the Recording Division's issuance of marriage licenses and domestic partner registrations.
4. Coordinates with the Clerk of the Board, Records Management Division, and other internal County departments with the processing of County Board Orders; reviews all documentation that is received from the Clerk of the Board, verifies if it is to be only filed or filed and recorded; ensures all documentation adheres to state law; using the Helion program assigns a file number and then coordinates final filing with Records Management Division; responds to internal and external inquiries.
5. Conducts daily balancing of money received; issues receipts, posts daily receipts, and verifies balanced tills; prepares receipted cash and checks for daily deposit; prepares, maintains and forwards necessary documents to Treasurer's Office; retains bank and office files; makes bank deposits.
6. Processes OLCC liquor license applications; ensures all appropriate documents are submitted with the application; forwards application to the Sheriff's Office and Public Health Division's Environmental Health who conducts and coordinates an approval process, and to other relevant County agencies when required; when review is completed, notifies applicant and OLCC regarding result of application process.
7. Invoices and bills federal, state and county agencies; responds to questions regarding billings; maintains centralized files; runs daily and month-end reports.
8. Evaluates and recommends improvements in operations, policies, procedures and methods; documents and maintains written instructions and procedures; with guidance from manager interprets and explains current laws; monitors legislation for new bills related to recording such as increases in fees collected by the County Clerk.
9. 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 all 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. Performs all Records Specialist duties, including reviewing real estate related documents and other documents presented for recording to ensure documents meet statutory requirements; records documents; issues marriage licenses and processes documentation received after ceremony; coordinates wedding officiation; processes OCLCC applications; collects and receipts recording and copy fees.

## **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Relevant Oregon Revised Statutes with emphasis on ORS Chapter 205, 93, 86, 87, 194 and 106; principles, techniques, and methods of office practices and production scheduling; cash handling, cashiering, recordkeeping, and reporting techniques; official recording procedures and techniques; indexing rules and procedures; English spelling, punctuation, grammar and composition; business math.

Working knowledge of: Office equipment, including computers, spreadsheet and other software, web applications, and scanners; basic techniques of supervision; concepts and techniques for prioritizing and organizing work.

Skill to: Organize, prioritize and review work performed by assigned staff; conduct short-term studies and research projects of a specialized nature; 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; effectively meet pre-determined, unalterable schedules; determine priorities and multitask; maintain accuracy in assigned tasks; evaluate and recommend improvements in operations, policies, procedures and methods; operate office equipment, including computers, software and scanners with accuracy and instruct others regarding operation; read, interpret and explain current laws, rules, regulations, policies and procedures; communicate effectively, both orally and in writing.

## **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 three (3) years of related experience which must include one (1) year of lead worker, team leader, project leader, or supervisory experience 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 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 four (4) years of hire, possess Certification from the Oregon Association of County Clerks (OACC) as a Certified Recording Administrator (CRA) or similar.