



CLASSIFICATION NO. 636
Established: 12/18
FLSA: Non-Exempt
EEO: 6

RECORDING SPECIALIST, SENIOR

CLASS CHARACTERISTICS

Under direction, to lead assigned staff and functions relating to the preservation, custody and recording of official documents and records; to perform a variety of operational support duties; 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 transactions, marriage licenses and domestic partnership registrations, Oregon Liquor Control Commission (OLCC) applications, and Clackamas County Board Orders.

Recording Specialist, Senior is the advanced working level within the Recording Specialist series. The incumbent has lead work responsibility for assigned staff and guides day-to-day activities and functions. Duties 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, 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 customer assistance and the processing of records and documents authorized by law to be recorded.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Leads the work of assigned staff; monitors workflow and makes adjustments; provides direction and assistance to resolve difficult office, technical and procedural issues; prioritizes assignments; conducts trainings for staff; provides input to manager regarding work performance; may participate in hiring process.
2. Oversees day-to-day activities performed by staff; 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. Evaluates and recommends improvements in operations, policies, procedures and methods; documents and maintains written instructions and procedures; interprets and explains current laws; monitors legislation for new bills related to recording such as increases in fees collected by the County Clerk.
4. 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, and the processing of OLCC liquor license applications; forwards liquor license applications to relevant County agencies.
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, bank and office files; makes bank deposits.
6. Invoices and bills federal, state and county agencies; responds to questions regarding billings; maintains centralized files; runs daily and month-end reports.
7. Performs Records Specialist duties such as reviews 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; processes OLCC 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, and 87; 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 and oversee work assignments of staff; conduct short-term studies and research projects of a specialized nature; establish and maintain effective working relationships with staff and the public; provide customer 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; determine priorities; problem solve; maintain accuracy in assigned tasks; decipher complex or confusing documents for cataloguing/indexing purposes; evaluate and recommend improvements in operations, policies, procedures and methods; operate office equipment, computers, software and scanners with accuracy; read, interpret, apply and explain current laws, statutes, rules, regulations, policies and procedures; perform math calculations; communicate effectively, both orally and in writing; 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 three (3) 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 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.