

Champaign County Job Description

Job Title: Chief Deputy Recorder

Department: Recorder

Reports to: Recorder

FLSA Status: Exempt

Grade Range: H

Prepared Date: August, 2009

SUMMARY Performs and supervises the staff responsible for recording, indexing and microfilming official documents including deeds, mortgages, affidavits, plats, mechanic liens, corporation papers, plats of subdivisions, surveys and military discharges in Champaign County. Must have an integral knowledge of over 150 different types of legal documents pertaining to real property. The Chief Deputy oversees a complex computer system which includes workstations, public terminals, internet access, and in-house computer system.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises the clerical staff engaged in recording and indexing legal instruments, answering telephones, counter inquiries, typing documents, preparing copies and filing records.

Directs the recording of real estate transactions for the County including reviewing documents for adherence to statute requirements, collecting and recording of required fees and ensuring accurate indexing and filing of all real estate and non-real estate documents. Administers electronic recordings, both setting up of new customers, as well as, adherence to electronic standards.

Oversees the organization and maintenance as related to plats of subdivision, surveys and monument records for use by surveyors and the general public. Works closely with the GIS Consortium in providing new and old information for applications such as the Champaign County Atlas.

Maintains the permanent record system of military discharges within the County including providing certified copies of discharge records for individuals and/or veteran administration personnel. Works closely with the VA to meet new privacy restrictions for military paperwork.

Provides support for billing of state agencies, local and national companies for the collection of recording, copying and microfilm/cd fees. Reviews and verifies accuracy of daily fee receipts and prepares bank deposits. Distributes office mail and answers mail inquiries. May direct administrative programs in the absence of the Recorder. Reconciles ACH and escrow payments.

Works with the computer equipment and the County's computer system and serves as a technical advisor and trainer.

Assists in the development of the department budget and monitors expenditures. Responsible for ordering office supplies.

SUPERVISORY RESPONSIBILITIES Directly supervises 5 to 8 employees in the Recorder's Office. Carries out supervisory responsibilities in accordance with the County's policies, applicable laws, and union requirements. Prepares payroll, oversees time sheet and benefit time use. Other responsibilities include, but are not limited to, interviewing, recommending for hire, and training employees. Responsible for planning, assigning and directing daily work, as well as special projects such as appraising performance, recommending rewards and discipline of employees, and addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with additional courses in general business and 3-5 years of responsible clerical and administrative experience or equivalent combination of education and experience. Knowledge and experience with land record documents and legal documents is a must. Experience reading and understanding state statutes and legislation. Computer experience relating to general pc, a knowledge of windows, networking systems, file copying and cd production, and microfilm production.

LANGUAGE SKILLS Ability to read, analyze and interpret legal documents, professional correspondence, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from employees, other county offices and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Basic accounting skills used to balance fees and funds, charges and payments, as well as, ACH and escrow deposits and withdrawals.

REASONING ABILITY Ability to apply common sense understanding and to carry out instructions furnished in written and oral form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to understand changing legislation and apply it to the workplace.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS Normal physical demands necessary to perform the functions of the office. While performing duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk or hear clearly. The employee is occasionally required to stand and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.