

Champaign County Job Description

Job Title: Recorder

Department: Recorder

Reports to: ELECTED POSITION

FLSA Status: Exempt

Prepared Date: June, 2010

SUMMARY Directs the activities of the Recorder's Office responsible for recording, indexing and microfilming various official documents including deeds, mortgages, affidavits, plat, mechanic liens, corporate papers, land surveys and military discharges in Champaign County.

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

Directs the staff in recording and indexing legal documents and inquiries.

Directs the recording of real estate transactions for the County including land titles and documents that must be recorded for statutory requirements, collecting and recording required fees and ensuring accurate indexing and filing of all real estate instruments.

Responsible for the organization and maintenance of documents related to plats, surveys and monument records for use by surveyors and the general public.

Responsible for maintaining a permanent record system of military discharges within the County including providing certified copies of discharge records for individuals and/or veteran administration personnel.

Responsible for billing State agencies and local companies for collection of required fees.

Plans and determines departmental budgetary needs and monitors the over one-million dollar expenditures. Manages receipts of thousands of dollars received daily.

Works with the department computer hardware and software, software vendors, and the County's computer technology. Serves as the department's technical advisor and trainer.

Reports department activities to the County Board as required. Notifies the County Board of changes in regulations or legislation affecting the County and the County Board.

Establishes and maintains a positive relationship with the general public.

SUPERVISORY RESPONSIBILITIES Supervises the Chief Deputy who directs 3 to 5 employees in the department. Is responsible for the overall direction, co-ordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and

training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; 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 as may be required.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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.