



Grand County

Job Description

Title:	Deputy Recorder II	Job Code:	2315
Division:	Operations	Effective Date:	09/2017
Department:	Recorder	Last Revised:	

GENERAL PURPOSE

Performs a variety of **working level administrative support and technical clerical** duties designed to expedite the processing, recording, abstracting and archiving of legal documents filed with Grand County. **Performs as a deputized representative of the County Recorder.**

SUPERVISION RECEIVED

Works under the general supervision of the County Recorder.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Recording: Performs a variety routine administrative and support duties as needed to expedite the day-to-day activities, projects and requirements of the recording office; responds to telephone requests for information concerning property location and recording fees and other office related information.

Serves the public through the mail or over the counter; receives documents; ensures documents qualify for recording according to state requirements; produces copies of official documents as requested; collects the fees, prepares receipts for, and assigns an entry number, time, book and page to each document accepted for recording; indexes all instruments (documents) into the proper indexes, showing the entry number, the name of each party involved, both first and second party, date of instrument, date and time of filing, kind of instrument, book and page, and a brief legal description of the property; conducts daily cash register balancing of daily receipts; processes standard forms for verification of balance and deposits receipts and revenue.

Processes requests related to recording of legal documents; verifies information, date stamps, assigns recording and indexing codes and numbers; operates computer for entry and retrieval of data related to recordings of deeds, mortgages, liens, judgments, probates, leases, foreclosures, wills, mining claims, UCC financing statements, defaults, assignments, small claims, divorces, satisfactions, etc.; updates permanent docket books and indexes according to established procedures, assures accuracy of completed entries.

Updates and makes changes or transfers; creates tax roll; data enters name changes on parcels; identifies grantor and matches with vested owner; verifies mailing addresses; creates break-out parcels as needed; creates new parcel numbers, draw and inserts new parcels into plat maps; calculates acreage; provides County Assessor with parcel documentation.

Maintain a tract index on the computer, showing by legal description, by tax identification number, by parcel number and by name of both grantor and grantee, on every instrument recorded; makes copies of documents as requested; processes documents received via mail according to established procedures.

Receives financing statements through mail and over office counter showing debtor, secured party, assignee and description of collateral; time records, and dates said documents, performs data entry on the same.

Creates entry book indices; receives documents from title companies; determines multiple parties to documents and completes "additional indexing" record; processes documents and separates by title; indexes according to standard procedures.

Maintains an abstract record showing tracts, instrument recorded, date and character of instrument, time of filing and the book and page number where the instrument is recorded to show chain of title to each

Assists the public in making searches both in the old tract indexes and on the computer and provides copies as requested; assists the public in making searches for conveyances, mortgages and other instruments affecting the title to any property and furnishes certified copies of documents; abstracts legal description into various books and computer records according to property description.

Searches legal documents to identify existing rights-of-way, easements, section dimensions, and landmarks (rivers, streams, etc.) for inclusion on township maps; researches abstract books to determine property ownership or title conveyance.

Operates digital scanning equipment to preserve recorded documents and maintain historical ownership records; operates microfilm equipment; creates microfilm of all records, a copy of which is sent to Utah State Archives for permanent storage.

Cadastral Support: Performs routine platting functions changing ownership plats and cards; assists to maintain current ownership plats and plats from conveyances; drafts new descriptions and plats; redrafts subdivision and survey maps; upgrades plats as needed; creates new property descriptions.

Performs preliminary drawing and drafting; draws, rules, prints, metes, and plats property boundaries, lots, parcels, and subdivisions on township maps showing bearings, distances, ownership, and geographical landmarks; utilizes a variety of technical drafting tools; in maintaining and updating property descriptions from parcel cuts; calculates acreage, assigns tax number; categorizes conveyances.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school with course work in general office practices and procedures;
AND

B. Two (2) years of progressively responsible experience within the recording office of the department of County Recorder;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of general bookkeeping, such as balancing cash receipts and weekly ledgers; filing and index system operations associated with recording legal documents; the function of the recorder's office and its relationship to other county offices; laws and regulations related to the recording and document archiving; terminology associated with legal documents; interpersonal communication skills; the operation of personal computer or mainframe terminal; various program applications such as word processing, etc.; basic principles of supervision. **Some knowledge of** technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use.

Some Skill in using drafting tools, Plat Machine, Microfilming Camera; composition and typing business letters.

Ability to plat ownership maps from property descriptions; letter and draw clearly and artistically; read and understand legal documents; perform complex mathematical computations; calculate acreage; work independently; operate standard office machinery including computer, typewriter, copy machine, and adding machine; communicate effectively verbally and in writing, work quickly and accurately; develop effective working relationships with elected officials, professionals, the public, and fellow employees; work perform in a typical office environment.

3. Special Qualifications:

Must complete a twelve-month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

Must possess a valid Utah Driver's license.

May be required to become a Certified Records Officer for GRAMA requests.

May be required to obtain a Utah Certified Cadastral Mapper Certificate or class completion certificate.

4. Work Environment:

Workers in the position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. May need to sit or stand for extended periods of time. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity required. Busy and fast paced work environment, working extensively with the public. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Occasional lift, carry, push, pull or otherwise move objects weighing up to 30 pounds.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)