



# Grand County

## Job Description

<b>Title:</b>	Chief Deputy Recorder	<b>Job Code:</b>	2300
<b>Division:</b>	Administration	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Recorder	<b>Last Revised:</b>	01/2026

### GENERAL PURPOSE

The Chief Deputy performs a variety of administrative support and technical duties designed to expedite the processing, recording, abstracting, and archiving of legal documents filed with Grand County. This role oversees plat management and technical support for LMS (land management system) and performs as a deputized representative of the County Recorder.

### SUPERVISION RECEIVED

Works under the general supervision of the County Recorder.

### SUPERVISION EXERCISED

Provides immediate supervision to Deputy Recorder(s) II and I.

Management/Administration:

In the absence of the Elected County Recorder, performs all statutory responsibilities of the office; performs a variety of general administrative and document processing duties as needed to expedite the day-to-day activities, projects and requirements of the recording office.

### ESSENTIAL FUNCTIONS:

- Management/Administration: Performs statutory responsibilities in the absence of the Elected Recorder and manages day-to-day office activities.
- Plat Management: Checks plats, legal descriptions and ownership maps for accuracy and transmits changes to the County Assessor's Office. Assists, when necessary, in maintaining filed surveys.
- Mapping and Drafting: Oversee and Performs drafting of property boundaries using a CAD program, calculates acreage, and assignment of tax numbers.
- GIS and Technical Support: Coordinates with the GIS Specialist on projects; maintains computer network systems for LMS (land management system) and mapping programs. Assists public, other agencies, departments and GIS Specialist with questions.
- Recording and Indexing: Receives and indexes various legal instruments (deeds, mortgages, liens, etc.)
- Public Service: Provides direction to the public for title searches, provides certified copies, and responds to information requests via phone, mail and email.
- Financial Duties: Oversee processing deposits to the County Clerk's Office. Assist with Annual Budget preparation and presentation.
- Computer Specialist: Maintains the computer network systems for both the LMS, CAD and other mapping programs; provides technical support for all --offices on the county tax network system

**Recording:** Receives instruments and fees from the public and enters the parties, date, hour, the day of the month and year of filing and a brief description of the property; assigns each instrument an entry number; performs technical work in abstracting, indexing and documenting all papers, documents, records and other writings required or permitted by law to be recorded.

Indexes all deeds and final judgments or decrees affecting the possession of real property into a grantors and grantees index including the number of the instrument, the name of each grantor, the name of the grantee, date of the instrument, time of filing, kind of instrument, consideration, the book and page and entry number in which it is recorded and a brief description of the property

Indexes all mortgages, deeds of trusts, liens and all other instruments having an incumbency upon real estate into mortgagor's and mortgagee's indexes, showing the number of the instrument, name of the mortgagor, name of the mortgagee, lien holder, creditor or claimant, date of instrument, time of filing, nature of instrument, consideration, the book, page and entry number in which it is recorded and a brief description of the property.

Maintains an abstract record showing, by tracts, every instrument recorded, the date and character of instrument, time of filing and the book and page number where the instrument is recorded in order to show a true chain of title to each tract including all incumbencies.

Maintains and makes appropriate entries to a variety of indexes including financing statements/chattel mortgages, powers of attorney, transcripts of judgment, an index to recorded maps, plats and subdivision, a miscellaneous index and a general filing index.

Records on request all discharges from the military and other order citations and declaration of honor.

Assists the public with 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.

Responds to telephone, mail and email requests for information concerning property and processes instruments by searching and providing information as needed; services the public through the mail, email or over the counter; produces copies of official documents as requested; collects and receipts fees; conducts daily cash register balancing of daily receipts; processes standard forms for verification of balance and deposits receipts and revenue.

Assists in research of titles, liens, ownership's, deeds, and other recorded documents for public; makes copies of documents as requested; processes documents received via mail according to established procedures.

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

Participating in the document archiving process, including organizing, scanning, copying, proofing, and storage of documents according to state guidelines. Performing related duties as required to support the department's operations.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from college with an associate's degree or two (2) years of specialized training in a discipline directly related to drafting, mapping, computer aided design, etc.;
  - AND
  - B. Six (6) years of experience performing above or related duties;
  - OR
  - C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Thorough knowledge of** advances drafting principles and techniques; legal documents concerning real estate; platting techniques; property abstract procedures; tax assessment procedures; Recorder's Office procedures; principles of mathematics, geometry, and cartography; thorough knowledge of the LMS (Land Management System) and how it functions in each office; filing and index system operations associated with recording legal documents; the function of the recorder's division 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.;

**Considerable knowledge of** technical tools and equipment associated with drafting/cartography; mapping scales and their appropriate use.

**Considerable Skill** in problem solving; reading, writing, math and word processing, use of various systems performing word processing, computerized file management, data base management, and spread sheet generation; the use of computers and computer related peripherals; organization, time management and working independently.

**Ability to** communicate effectively verbally and in writing, work quickly and accurately; develop effective working relationships with Elected Officials, professionals, the public, and fellow employees. Elevated leadership skills. Willing to take initiative and brainstorm new ideas, Capable of leading a project from start to finish, comfortable voicing ideas or concerns to the team, contribute to office functions by demonstrating the insight to identify and propose suggestions that will potentially improve the office, other offices and benefit the public.

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 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. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. 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.

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**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)