CHIEF DEPUTY CLERK/RECORDER

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the County Clerk/Recorder functions of Amador County; to provide daily supervision and training for assigned staff; to perform a variety of difficult, complex, and specialized assignments; to oversee the receiving, review, and processing of property and title documents; to direct vital statistics functions; to provide a variety of general assistance and answer questions regarding County Clerk/Recorder's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification for the position which serves as management support for the Amador County Clerk/Recorder. The incumbent provides daily supervision for the County Clerk/Recorder's Office, as well as provides special administrative support for the County Clerk/Recorder.

REPORTS TO

County Clerk/Recorder.

CLASSIFICATIONS DIRECTLY SUPERVISED

Recorder Clerk I, Recorder Clerk II, Recorder Clerk, Sr and Recorder Clerk Supervisor.

EXAMPLES OF ESSENTIAL DUTIES

- Assists with planning, organizing, directing, and coordinating the functions of the County Clerk/Recorder Office
- Provides daily supervision and training for assigned staff
- Assists with the establishment and control of the Department budget
- Maintains current knowledge of codes and regulations affecting the functions of the County Clerk/Recorder Office
- Provides advice on code and law changes to other staff
- Oversees the preparation and prepares periodic reports of recording activities
- Responsible for the proper maintenance of records of fees collected, charges, deposits,
ASSISTANT COUNTY CLERK/RECORDER - 2

and refunds
- Oversees the reconciliation of end of month reports and distribution of monies to appropriate agencies
- Provides assistance and answers questions regarding the completion and processing of property documents, vital statistics information
- Assists with public access to County Recorder's records within the guidelines of appropriate laws and legislation
- Answers correspondence.

SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:
- County policies, rules, and regulations.
- Laws, rules, regulations, and legislation affecting the functions and procedures of the County Clerk/Recorder's office, including public access to documents and information.
- Operations, rules, policies, and procedures of the County Clerk/Recorder's Office
- Public and community relations.
- Documents used in land transactions.
- Terminology related to land transactions, vital statistics, and the functions of the County Recorder Office.
- Budget development and control.
- Financial and statistical recordkeeping.
- Microfilm and microfiche methods and processes.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to County Clerk/Recorder
- Principles of supervision, employee evaluation, and training.

Ability to:
- Assist with planning, organizing, coordinating, and directing the functions of the County Clerk/Recorder's Office.
- Supervise, train, and evaluate assigned staff.
- Perform a variety of complex and specialized administrative and support work related to the operations and functions of the County Clerk/Recorder’s Office
- Interpret, explain, and apply a variety of policies, rules, procedures, and regulations.
- Read and understand statutes and instructions related to documents and vital statistics information maintained in the County Recorder Office.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent the County Clerk/Recorder Office in answering questions,
ASSISTANT COUNTY CLERK/RECORDER - 3

responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.

- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of microfilm and microfiche equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least three (3) years of responsible experience performing a variety of processing and support functions in connection with document processing, vital statistics records maintenance and reporting.

Special Requirements: None.