



Uintah County

Job Description

Title:	Deputy Recorder II	Code:	508.2
Division:	Administration	Effective Date:	09/20
Department:	Recorder	Last Revised:	09/20
FLSA Cat:	Non-Exempt	Pay Grade:	14

GENERAL PURPOSE

Performs a variety of **Working level complex and technical clerical duties** designed to expedite the processing, recording, abstracting and archiving of legal documents filed with Uintah County.

SUPERVISION RECEIVED

Works under the general supervision of the County Recorder.

SUPERVISION EXERCISED

May provide close supervision to Deputy Recorder(s) I while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Serves the public through the mail, e-Recording 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. The deputy handles the billing from the internet subscription website, which includes managing all of the subscription users' accounts turning them on and off. Invoice searching to maintain a clean internet billing system.

Processes requests related to recording of legal documents and executing re conveyances; verifies information, date stamps, assigns recording and indexing codes and numbers; operates computer terminal 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, satisfactions, etc.; updates permanent docket books and indexes according to established procedures, assures accuracy of completed entries. Entry book and map updates, Recording, measurements, and printing using interactive map, Deed organization & maintenance. Introduction to entry BK Red Book, manage and organize all of the Corner Ties sent in from the County Surveyor.

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

Receives financing statements (UCC's) through mail, e-Recording 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.

Receives documents from title companies; determines multiple parties to documents (etal, etux, etc.) and completes "additional indexing" record; processes documents and separates by title; indexes according to standard procedures. Work with support from Simplifile, correcting problems.

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 training them on the computer system to help them search 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. Participates in the document archiving process; organizes, scans, films, proofs, disposes of and stores documents according to established guidelines; operates microfilm equipment; creates microfilm of records and documents and prepares the same for State Archives. Training for scanning and archiving, archiving for the plotter, Record/Document filming and editing.

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

Additional Duties May include:

- Scanning – initial working copies state archives.
- Document filming/editing and loading into computer program.
- Corner Point – Organization/maintenance.

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 general clerical experience performing above or similar duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of 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.; basic principles of supervision. **Working knowledge of** technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use.

Some Skill in using drafting tools, Plotter/Scanner, Microfilming Camera.

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, adding machine and plotter; 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 be able to type accurately.

May be required to perform as a notary public.

4. Work Environment:

Incumbent of the position performs 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.

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)