

## Scott County Government

### Position Description Form

**Position:** Job Title: Recordings Supervisor  
Department Name: County Clerk  
Supervisor Title: Deputy County Clerk

#### Position Summary

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Responsible for the effective management of the recording department. Performs non-judicial clerical and cashing work which involves examining, recording, verifying and indexing real estate and other documents such as deeds, mortgages, release agreements, plats, homeowner's depository, etc. In addition to deeds and mortgages, there are other documents that customers (taxpayers) may desire to be recorded and catalogued, such as powers of attorneys, wills, title liens, lis pendens, etc. This position involves daily interaction with taxpayers as they present the documents for recording as well as paralegals and title researchers who need the recorded data as preparation for new deeds and mortgages arising from sales, purchases and re-financings. Land Record instruments may be received in person or by mail. Requires accurate recording of document and fees collected or taxes due.

#### Duties and Responsibilities

- Lead and manage all services provided by the recordings department listed below
- Record, scan and maintain real estate documents
- Coordinate and conduct the annual delinquent tax sale
- Preserving and planning for future growth and record storage needs
- Keep office traffic moving smoothly at all times
- Ensure quality customer service at all times
- Print batch lists, proofread for possible errors and make corrections as necessary
- Schedule, coordinate, evaluate work of staff on a periodic basis
- Provide back-up support for day to day duties and responsibilities of office staff
- Provide management support in the absence of the County Clerk, Chief Deputy and/or other department managers
- Oversee, facilitate and complete projects assigned by the Clerk or Chief Deputy
- Manage and maintain website in coordination with the software provider
- Prepare and submit payroll reports for the County Clerk's Office
- Work closely with the County Attorney and their staff for recording and delinquent tax situations
- Establish and maintain processes to provide function, quality control & efficiency within the recording department
- Manage passport services program and all employees certified as agents

- Provide scheduling for notary, marriage license and passport customers
- Create, prepare and present in-house training as directed by the Clerk/Chief deputy
- Order all office supplies related to the function of the County Clerk
- Election “season” support staff/management
- Future planning support/consultant
- Perform all other duties as assigned or required

## **Position Dimensions**

### ***Education and Experience:***

- High School graduate or the equivalency
- Two or more years of related work experience
- Prior experience supervising or managing staff is preferred

### **Special Knowledge, Skills, and Abilities:**

- Effective communication and excellent customer service skills
- Dependability, integrity, use of independent judgment and discretion as needed, and attention to detail

### ***Supervisory Responsibility:***

Supervises four staff members; three real estate clerks and the title lien clerk/bookkeeper

### ***Contacts:***

Individual has daily contact with the public on a continuous basis

***Technology:*** Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc. Operate typewriter, time/date document liber/folio, adding machine, numbering and scanners. Good working knowledge of email response, prioritization and follow-up. Knowledge of the CCLIX and DTAX in-house system as well as familiarity of the PVA and Sheriff websites/index. Working knowledge of the office mail machine.

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
  - 75% or more of the work is performed outdoors
  - Work is performed in equal amounts inside and outside
  - Extremes of cold and temperature changes
  - Extremes of hot and temperature changes
  - Wet Surroundings: Contact with water or other liquids.
  - Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
  - Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
  - Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
  - Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.