**Class Title:** Quality Assurance Technician **Class Code:** 1128

**Department:** Recorder **Grade:**  15

**FLSA:** Non-exempt **Eff. Date:** 12/23/2022

**GENERAL PURPOSE**

Under the general supervision of the County Recorder or designee, performs complex clerical duties and support tasks in the County Recorder’s Office.

**EXAMPLE OF DUTIES**

Ensures quality of recorded data through inspection and recordation process review, including legibility, signatures, descriptions, acknowledgements, and notarization.

Assists in training and instructing new employees in recording processes and duties. Completes tasks that have additional complexity, especially pertaining to software and billing.

Acts as the technical user lead regarding software. Liaises with vendors and users to manage issues, updates, and affect change in processes and software to ensure ease of use and accuracy.

Maintains data on billable accounts for industry stakeholders and completes billing process using applicable software. Works with Information Services, vendors, and constituents to ensure processes are accurate and useful to the public.

Locates legal documents; identifies and verifies vesting documents. Checks legal descriptions of properties identifying required information as complete and accurate. Verifies data according to state law requirements on all documents for recordation.

Assigns and collects proper recording fees in accordance with requirements set by the Utah state legislature. Verifies checks for title company payment. Accepts fees for payments; balances cash on hand against receipts; issues receipts, notices and certifications and keeps simple records of transactions.

Assists the general public in researching records. Makes copies of legal documents and plat maps for the general public, realtors, appraisers, surveyors, title companies, from hard copies and microfiche. Notifies other departments of newly recorded taxable property.

Notifies customers of errors in documents, and provides instructions on how to make proper changes. Returns documents to customer for corrections.

Assists Recorder Technicians in handling escalated questions or matters of a non-legal nature and directing others to the appropriate staff members.

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**1. Education and Experience:**

Thirty (30) months of full-time relevant experience as a Recorder Technician II in the Davis County Recorder's Office.

**2. Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

***Thorough knowledge of:*** processes and procedures for reading and recording documents; departmental practices and procedures, and computer operations.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

***Ability to:*** understand and record legal documents; proofread multiple documents and identify and correct errors; courteously interact and assist the general public on a daily basis; perform duties in times of high workload demand; assist other staff; operate applicable computer software and hardware; operate multi-line telephone and modern office equipment; perform routine and detailed clerical duties; follow written and oral instructions; make mathematical computations; establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***