



CLASS SPECIFICATION

Class Title: Recorder Technician II
Department: Recorder
FLSA: Non-exempt

Class Code: 1124
Eff. Date: 1/1/98
Grade: 14
Revised: 02/03/2021

GENERAL PURPOSE

Under the general supervision of the County Recorder or an administrative superior, performs routine and complex clerical duties and support tasks in the County Recorder's Office.

EXAMPLE OF DUTIES

Inspects all documents presented for recordation to ensure legibility, proper signatures and legal descriptions, acknowledgements, and county locations are correct and comply with statutory requirements for recordation. Ensures all documents are signed and notarized.

Locates legal documents; identifies and verifies vesting documents. Checks legal descriptions of properties identifying required information as complete and accurate. Verifies name, address, phone information, and legibility according to state law requirements on all documents.

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; makes simple mathematical computations.

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. Files tax cards.

Answers mail correspondence by making proper copies, send statement of fees, and write letters. Notifies customers of errors in documents, and provides instructions on how to make proper changes. Returns documents to customer for corrections.

Receives telephone calls, handling any question or matter of a non-legal or routine nature and directing others to the appropriate staff member.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

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

2. Special Qualifications:

Skill in typing at 40 wpm (net).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

May be required to be bondable.

Must possess a valid Utah driver's license.

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.**

Approval Information

Date:	02/03/2021
Department Approval:	Richard Maughan
HR Generalist Approval:	Marina Brito
Classification Approval:	Marina Brito