



CLASS SPECIFICATION

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

Class Code: 1125
Grade: 16
Eff. Date: 01/01/2006
Revised: 12/23/2022

GENERAL PURPOSE

Under the general supervision of the County Recorder or an administrative superior, performs technical supervision and training of Recorder Technicians. Performs specialized and complex duties pertaining to property ownership data changes.

EXAMPLE OF DUTIES

Trains new Recorder Technicians on policies, procedures and guidelines required for legal documents; determines legality of documents and notifies party when documents do not comply with statutory requirements. Responds to technical questions from other Recorder Technicians.

Has departmental management responsibility to Administrative Officer for statutory deadlines for annual tax roll closure; establishes work schedules for team members; breaks down tasks for employees; enters deadlines for meeting statutory requirements; certifies that all entries for end-of-year business comply with statutes.

Responsible for department procedures, practices, and team management for name and address changes, name verifications. Addresses and resolves problems as they arise. Performs additional management and team duties as assigned.

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. Finalizes and enters taxation information.

Provides assistance to Cadastral Mapping team in drafting and updating maps and descriptions.

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.



CLASS SPECIFICATION

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 Records Office.

Preference given for Cadastral Mapping certification

2. Special Qualifications:

May be required to be bondable.

3. Necessary Knowledge, Skills and Abilities:

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

Ability to: assign and review the work of others; train new employees; 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 modifications to reasonably accommodate individuals with disabilities.**