

LINN COUNTY CLASSIFICATION

TITLE: RECORDS SUPERVISOR (Clerk)

NUMBER: 053

PAY RANGE: 13

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 2008-032

DATE: February 5, 2008

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform supervisory and specialized clerical duties in the recording, indexing and filing of legal and other documents entrusted to the custody of the County Clerk; supervise the maintenance and preservation of records; assist the general public in locating information.

SUPERVISION RECEIVED: Works under the general direction of the County Clerk, establishes policies and advises on difficult or unusual problems.

SUPERVISION EXERCISED: Exercises direct supervision over a few clerical employees involved in the recording and preservation of legal and related documents; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, assign and review the work of subordinate staff and coordinate activities as necessary within the department with other county offices and other public agencies. Confer with elected officials and department heads to develop plans, resolve difficult questions or to clarify policies.
2. Receive documents at the counter for recording, ascertain what the documents are attempting to accomplish in order to determine the correct fee or combination of fees to be assessed, inspect for errors or omissions, and answer questions relating to recording procedures; number instruments, index and file documents after acceptance.
3. Assist the public in ascertaining what documents they want to obtain, search for recorded documents; make copies; check and review original documents with finished copies for errors and omissions.
4. Interpret pertinent laws and departmental regulations to the public in person and through correspondence; resolve difficult problems referred by subordinates. Keep current with new state statutes affecting the office.
5. Conduct special studies of the feasibility of establishing new procedures; assemble data and prepare regular and periodic reports pertaining to the work of the department.
6. Perform accounts payable functions, verify proper fee amounts, collect and record cash payments, balance receipts, bank monies received.

7. Ensure the preservation of recorded documents, historical records and information in accordance with archival microfilm procedures mandated by the State of Oregon and the direction of the County Clerk. Maintain county marriage records to be forwarded to Oregon Vital Records. Maintain complex department records and files.
8. Institute programs and formats used in indexing documents and bookkeeping functions in the computer system. Enter records and other data into the computer system.
9. Supervise and participate in preparation of Board of Property Tax Appeals and Board of Ratio Review procedures.
10. Perform general secretarial work including writing letters and memos, devise new and update existing forms with all phases of work in the Records Department. Process daily mail.
11. Instruct and train new employees regarding laws and regulations pertaining to the recording of documents; assign tasks, resolve procedural problems and check work for completeness and accuracy; interpret statutes and policies and resolve procedural problems.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of statutes which govern the recording of documents. Thorough knowledge of general office management principles and practices, including record keeping. Thorough knowledge of the procedures and methods of the recording section of the County Clerk's office, including film processing. Ability to plan and organize functions in accordance with statutory and policy guidelines. Ability to make decisions independently and in accordance with established policies and statutes. Ability to interpret statutes. Ability to instruct employees in the proper performance of duties and to organize, assign and supervise the work of subordinates. Ability to institute, update and maintain complex records including the accurate recording, indexing and filing of documents. Ability to develop and maintain effective working relationships with staff and the general public. Ability to operate a computer and other equipment necessary to perform duties of this position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from senior high school; six years of progressively responsible clerical experience including recording of documents and film processing in a County Clerk's Office; two of the six years to be fulfilled in a management position.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.