

**RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTION OF  
LEAD DEPUTY CLERK-RECORDER**

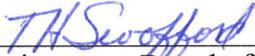
**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and **WHEREAS**, a review has been conducted by the Human Resources Director and the County Clerk-Recorder on the job description of Lead Deputy Clerk-Recorder; and **WHEREAS**, during this review it was discovered that minor amendments were necessary to accurately describe the duty functions; and the knowledge and abilities that a candidate would need to be successful in this position; and **WHEREAS**, the last review of the job description for Lead Deputy Clerk-Recorder was completed in June of 2007.

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to reflect the minor changes to the job description of the Lead Deputy Clerk-Recorder.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 14<sup>th</sup> day of May, 2013 by the following vote:

AYES: Supervisors THRALL, GOSS, SIMPSON, SWOFFORD  
NOES: Supervisors NONE  
ABSENT: Supervisors KENNEDY

  
\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
Clerk of the Board

## **LEAD DEPUTY CLERK/RECORDER**

### **DEFINITION**

Under direction, the Lead Deputy Clerk-Recorder provide lead supervision, plans, coordinates, trains and evaluates operational activities for the Deputy Clerk/Recorder I and II. Perform a variety of clerical and routine administrative duties relating to the County Clerk/Recorder's Department; examine, process, record and maintain records, and vital statistics functions; to participate and assist in the election process, and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the highest working level and lead supervision level in the Deputy Clerk-Recorder class series. Incumbents have responsibility for lead supervision and work coordination responsibilities for Clerk/Recorder's I and II. Employees perform a variety of assignments, requiring substantial experience and working background.

### **REPORTS TO**

Assistant County Clerk/Recorder.

### **CLASSIFICATION DIRECTLY SUPERVISED**

Provides lead direction and work coordination for Deputy Clerk/Recorders I and II.

## **LEAD DEPUTY CLERK/RECORDER – 2**

### **EXAMPLES OF DUTIES**

- Provides lead direction and work coordination for Deputy Clerk-Recorder I and II and other staff.
- Performs the more complex document processing duties related to a programmatic area of assignment; researches problems and acts a resource to other staff members regarding documentation and/or procedural issues.
- Examines and reviews documents for accuracy to be recorded in accordance with laws governing public recordation.
- Insures Land Title documents meet legal recording requirements including original signatures, acknowledgements dates and legibility, etc.
- Indexes/verifies and processes documents recorded daily.
- Maintains scanning and filming supplies as needed.
- Reviews, scans/microfilms and archives documents recorded.
- Maintains official map program; indexes and archives maps to disk.
- Cashiers and collects fees, prepares daily deposits and index reports, processes credit card transactions and electronic fund transfers.
- Balances monthly Special Revenue Fund accounts with Auditor and State.
- Prepares annual Recorder's Statistical Report.
- Files Fictitious Business Name Statements, requiring certificates of incorporation and partnerships.
- Provide clerical support in the election process, issues Vote by mail ballots.
- Perform related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; correct hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, scanners, film processors, 10 key, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public. Out of office travel may be required for training purposes.

## **LEAD DEPUTY CLERK/RECORDER – 3**

- **Knowledge of:** The California statutes pertaining to the functions of the County Clerk-Recorder; legal responsibilities, methods and documents used to convey and transfer title to real property.
- Standards required in the processing, duplication and storage of vital records.
- Standards required for the retention of current, historic and archived records
- Modern office practices and methods.
- Methods and techniques used with filing, indexing, and information retrieval systems.
- Principles and procedures of lead direction, coordination and organization; report preparation; basic arithmetic, account tracking and balancing.
- Operational use of scanning, copying and computer
- Principles of business letter writing, English usage, composition, vocabulary, spelling, grammar and punctuation.
- Notary Bond and Fictitious Business Name Statement filing.
- Procedures of issuing marriage licenses and performing wedding ceremonies.

### **Ability to:**

- Provide lead direction and training for Deputy Clerk-Recorder I and II and other staff.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing recording of legal documents.
- Apply election policies and voter registration procedures.
- Operate a variety of office equipment including computers, copiers, scanners, 10 key and microfilm equipment.
- Prepare and maintain reports, records and logs.
- Apply election and voter registration policies.
- Establish and maintain cooperative working relationships within department and other departments.

## LEAD DEPUTY CLERK/RECORDER – 4

### **Training and Experience:**

Education: Any combination of education which would likely provide the required knowledge and abilities will be considered. A high school diploma or equivalent GED certificate; Associates of Arts or Bachelor's degree in Business, Computer Science, Geography, History, Political Science or Law.

One (1) year minimum of supervisory experience.

Two (2) years experience performing duties as a Deputy Clerk-Recorder II.

Three (3) years experience in analyzing legal documents.

Completion of Recorders Certification Training is highly desirable.

### **Special Requirement:**

The applicant must possess a valid driver's license at time of application and possession of a valid California Driver's License by time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.