



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Chief Deputy Recorder</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Recorder</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Recorder</u>	JOB CODE: 101	

DEFINITIONS:

With general supervision, oversees and directs the day-to-day operations of the Recorder’s Office and assumes responsibility for office operations in the absence of the Recorder.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Oversees the day-to-day operations of the Office; resolves problems/errors that arise with the computer programs during entry or retrieval; resolves problems/errors that arise during the recording process in all related departments.

Trains all new and existing employees in all departments on new systems or new responsibility assigned to them; verifies documents have been entered into the system for accuracy; supervises office staff; implements special projects as assigned.

Checks and verifies work performed by office employees; runs daily reports; balance fees; sets up billing accounts; updates manuals and acts as liaison with Information Technology staff; resolves equipment problems.

Assists customers by phone or mail; verifies all bill numbers have printed and mails bills to appropriate customers; runs real estate reports and other special reports.

Prepares and faxes special reports for the Department of Revenue of special fees collected on a daily basis; distributes reports to the Treasurer/Auditor.

KNOWLEDGE AND SKILL:

- 1. Considerable knowledge of County and state laws and regulations governing recording and real estate transactions.
- 2. Considerable knowledge of Boone County policies and procedures.
- 3. Considerable knowledge of computer hardware, software and operations.
- 4. Skill in the use of personal computers, especially of spreadsheet software.
- 5. Skill in analysis, problem solving, and mathematics.
- 6. Skill in developing and maintaining cooperative working relationships with other County departments.
- 7. Skill in presenting information and responding to questions from the public.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Business Administration, or related field; three years supervisory experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)