



JOB DESCRIPTION

Job Title: Deputy Recorder	Step: 66
Department: Recorder	Grade: 5
Effective Date: October 2015	\$14.04/hr
Revision Date: July 2021	FLSA Status: Non-Exempt

General Purpose

Using the computer, deputies perform technical work in abstracting and indexing all documents required or permitted by law to be recorded. Deputies furnish information about the function of the office and services available, assist the public at the counter, locate properties in the plat books, make sure records are available for inspection, interpret descriptions and explain how property is laid out on the plats. They make copies of plats and recorded instruments upon request. They must be able to maintain for the public and for posterity accurate records of all recorded documents within San Juan County. Accuracy is very important.

Supervision Received

Works under general direction from the San Juan County Recorder.

Essential Functions

- 1) **Computer and record handling:** Candidate must possess solid basic computer skills. This position requires ongoing data entry, scanning and indexing of documents and trouble shooting and problem solving discrepancy issues.
- 2) **Interaction with Public:** Candidate must be able to work with the public in a courteous and professional manner at all times.
- 3) **Complexity of documents:** The Recorders Office handles approximately 240 + types of instruments. Candidate should possess a basic understanding of the documents being recorded in order to understand how they will be input into the system. Each document is a little different and a decision must be made as to the type of instrument, grantors, grantees, consideration, notations, brief legal and legal description in order to have them index, abstract and/or search properly.

- 4) **Location of parcels:** A basic understanding of metes & bounds legal descriptions, including section, township, lot, block, plat, subdivision, etc. Candidate will need to be able to search within the recording software (COINS) for official records, taxroll file, affected parcels, parcel history, grantor file, grantee file, abstracting by parcel number-grantor-grantee, entry number & brief legal, etc. in order to find parcel on plat maps, assign parcel numbers for those being split and/or for search purposes.
- 5) **Recording of documents:** Candidate must be able to review a document for recording, make sure it meets the basic requirements: signed, dated, witnessed by a notary, correct grantor &/or grantee nomenclature, legal description, ownership, parcel number, etc. and determine the amount of the fee.
- 6) **Accounting of fees:** All fees collected must be accounted for on an on-going basis. Candidate must be able to reconcile recording receipts with the entry book.

Minimum Qualifications

Education and Experience:

- High school graduate or equivalent
- Two years office experience with a basic knowledge of office procedures
- A working knowledge of legal descriptions.
- Ability to operate computers and office machines as required by the job.
- Good communication skills
- Have a desire to understand county records and the importance of accurate work.

Required Knowledge, Skills and Abilities

- Basic understanding of the documents being recorded
- Knowledge of legal descriptions
- Computer knowledge, you must be able to show patrons how to use the computer system to do their searches
- Basic bookkeeping skills.

Special Qualifications

- Must possess a valid Utah Driver's License.

Work Environment

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Occasionally lifts, carries, pushes, pulls or otherwise moves objects weighing up to 25 pounds. Work required frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking.

This description lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

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