

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Supervisor, Recording & Filing

PAY GRADE: C44

DEPARTMENT: County Clerk

FLSA: Exempt Non-Exempt

REPORTS TO: County Clerk/Deputy County Clerk

LEAD: Yes No

BARGAINING UNIT: n/a

SUPERVISOR: Yes No

APPROVED:



Department Head


Human Resources Director

3/10/15
Date
3/13/15
Date

- I. PURPOSE SUMMARY.** Responsible for the programs and activities of the Recording and Filing Division (R&F) of the County Clerk's Office and the supervision of staff within the division.
- A.** Management responsibility for the staff of the division. Interviews and hires staff, trains staff on records and legal documents process and law, plans and assigns work, appraises performance, rewards and disciplines employees, and addresses and resolves complaints and problems. Approves leave requests and oversees payroll timekeeping functions.
 - B.** Is responsible for services and activities of the division including: management and implementation of digitization projects, oversight of public record requests, management and assignment of log-in accounts for members of the public and county employees, management of vendor quotes and contracts, implementation of state law requirements affecting R&F responsibilities, review and evaluation of proposed soft ware updates, coordination of R&F community outreach programs, ordering of R&F supplies, and the proper maintenance, storage and disposition of general public records. Oversees issuance of marriage, business and liquor licenses. Responsible for ensuring cash received is properly recorded and transmitted to the County Treasurer's Office. Oversees and guides staff in the performance of all related duties
 - C.** Performs specialized functions including:
 - 1. Prepares and provides a variety of reports and correspondence.
 - 2. Works closely with title companies and provides specialized assistance for verification of all real estate records.
 - 3. Performs document verification and coding for entry into database.
 - 4. Handles special projects related to document research.
 - 5. Prepares indexes on an annual basis for permanent records.
 - 6. Responds to and resolves difficult and sensitive public inquiries and complaints
 - 7. Delivers R&F presentations to Board of County Commissioners\
 - 8. Prepares grant applications for R&F related activities.
 - 9. Manages R&F record preservation projects.
 - D.** Reviews, makes recommendations and is responsible for expenditures on division budget. Participates in development and implementation of goals and objectives for the division.
- III. ADDITIONAL DUTIES.**
- 1. Perform other duties as assigned.

IV. QUALIFICATIONS.

A. Education. High School diploma or equivalent. Associates degree in business or related field preferred.

B. Experience. Five years of experience in a responsible recording and filing position. Lead worker or supervisory experience preferred.

C. Education/Experience substitution. In accordance with County policy, one year of related education/experience may be substituted one for the other on a year-to-year basis.

D. Licenses/Certifications. n/a

F. Other. Post-offer background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of: Principles and methods of records maintenance; Basic knowledge of budget preparation, control, and recordkeeping; Basic knowledge of supervisory practices.

Skill to: Operate personal computer to produce documents and spreadsheets, perform database operations, and conduct Internet research; Read, analyze, and apply state and local law ordinances and regulations, and technical writing skill.

Ability to: Work with culturally diverse population; effectively train employees; establish and maintain effective working relationships; work independently, and use considerable judgment in various situations and to take appropriate action while recognizing when it is necessary to refer to the Elected Official.

2. FREEDOM TO ACT.

Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines.

4. PHYSICAL DEMANDS.

The work is sedentary. Typically, the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items.

5. WORK ENVIRONMENT.

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

6. SUPERVISORY RESPONSIBILITY.

Has full supervisory authority to direct routine and procedural work that provides basic services.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee

Date