



COUNTY OF NYE

CLASS TITLE: DEPUTY RECORDER I

BASIC FUNCTION:

Under the direction of the Nye County Recorder, responsible for reviewing and checking documents to ensure they meet the requirements for recording; assisting customers via telephone and over the counter.

DISTINGUISHING CHARACTERISTICS: This is the entry-level class in the Deputy Recorder series. The class is distinguished from the Deputy Recorder II position by focus on entry-level duties.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Responds to telephone and over-the-counter requests from customers to access information and materials.
2. Gets the mail and fleet and process it.
3. Conducts various searches as assigned.
4. Inputs data to computer from recorded documents.
5. Prepares copies of microfilm, roll film, electronic documents, maps, and books.
6. Checks land transfers for compliance with NRS; proper notarization and correct Real Property Transfer tax is affixed with supervision
7. Records variety of documents with supervision; including scanning, filling in recording data, ensuring fees and numbering for the recording is accurate and in order Balance tills including checks, cash, and credit cards daily.
8. Submits work orders.
9. Reviews and redacts historical and current documents to develop an in house and online index for research by us and the public. Pursuant to NRS.
10. Prepares and deposits bank deposits both at the bank and electronically.
11. Runs and checks reports as assigned.
12. Creates simple rejection letters with supervision.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or G.E.D. equivalency and/or work experience closely related to the duties and responsibilities of the class.

LICENSES:

Not required.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides procedural work direction to junior personnel.

CONTACTS:

Co-workers, other department personnel, taxpayers, vendors.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment, subject to lifting books and files.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.