



CLASS TITLE: DEPUTY RECORDER II

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 journey level class in the Recorder series. The class is distinguished from the Deputy Recorder I position by greater responsibility and ability to work with less supervision.

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

1. May perform all duties of the Deputy Recorder I.
2. Takes calls and screened visitors from Deputy Recorder I and personally handles the person and provides information which requires the use of judgment and interpretation of policies rules and procedures.
3. Reviews and records a variety of maps and mining documents as well as legal documents such as orders, judgments and legal proceedings with guidance.
4. Calculates and collects fees applicable taxes and other charges from customers and maintains records of fees collected assures that recording and copy revenue is balanced to receipts for daily activity.
5. Can record Mining documents with little supervision
6. Audits daily RPTTS collected and creates a summary of exempted real property transfer tax values.
7. Reviews and records every type of documents with some supervisor.
8. Submits requisitions and invoices with approval.
9. Responsible for creating and maintaining an index for our historical archive including but not limited to, all microfilm, roll film, books, and maps.
10. Runs and checks reports daily then makes corrections to reports if needed included but not limited to our system reports and banking.
11. Collects ACH transfers from our bank account and pays off invoices within our software.
12. Maintains the website and updated needed for the page. Including updating forms.
13. Responsible for monitoring facility environmental conditions.

14. Assists in the development of the departments records management program implemented through policies, procedures, best practices, industry standards and legal compliance as well as monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
15. Creates monthly till report and sends it to assign person.
16. Creates rejection letters for customers with some direction if needed.
17. Sends weekly images to subscribing title companies with whatever the current approved technology is.

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, 2 years in a Records office or similar profession and/or work experience closely related to the duties and responsibilities of the class and department needs.

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.