



COUNTY OF NYE

CLASS TITLE: DEPUTY RECORDER III

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 top-level class in the Deputy Recorder series. The class is distinguished from the Deputy Recorder II position by greater responsibility, substantially less supervision and more complex 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. May perform the duties of the Deputy Recorder I & II.
2. Records Mining documents without supervision.
3. Provides lead direction and training and work review to assigned staff and organizes and assigns work in the absence of the Chief with no guidance.
4. Reviews and records a variety of maps and mining documents as well as legal documents such as orders, judgments and legal proceedings with no supervision.
5. Collects ACH transfers from our bank account and pays off invoices within our software.
6. Sends out unclaimed check questionnaires and reports it to the state.
7. Maintains document management system using specialized software applications and equipment.
8. Performs records destruction/purging in accordance with established schedules, policies and procedures; maintains records of destroyed documentation/records within our department.
9. Keeps current on new and emerging records management information, technology, regulations and laws.
10. Provides project management and support for integration projects. Researches records requests and subpoena requests.
11. Maintains social media accounts by following all county established guidelines.
12. Performs RPTT (Real Property Transfer Tax) Audits to be submitted to Department of Taxation as required by law.
13. Creates rejection letters for customers along with detailed explanations that takes excessive knowledge of policy and NRS.

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, 3 – 5 years' experience in a Records office or similar profession 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.