



COUNTY OF NYE

CLASS TITLE: CHIEF DEPUTY RECORDER

BASIC FUNCTION:

Under direction of the Recorder, is responsible for preparation and processing of various legal documents. Work is performed in accordance with established legal practices and policies. Work is subject to review through conferences, reports submitted and results accomplished.

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

1. In the absence of the Deputy Recorder I, II and III may perform duties as necessary or needed.
2. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities.
3. Creates disciplinary documents and provides guidance and/or training to staff as need.
4. Track and approve leave request. Approve time sheets.
5. Give critical input to the hiring process by reviewing applications, creating interview questions and determining the level of testing needed.
6. Prepares and records oaths and revocations for the department.
7. Prepares and updates office procedure and policy as needed.
8. Verifies that documents to be recorded are in compliance with NRS, with proper notarization and correct Real Property Transfer tax is affixed.
9. Audits balanced tills daily and monthly.
10. Keeps up to date on all the Nevada Revised Statute changes relating to recordings.
11. Prepares refund checks from Recorder's checking account for overpayments of recording fees.
12. Does evaluations on all subordinate employees when due.
13. Enters and/or approves all requisitions and invoices.
14. Responsible for all permanent archiving including maps, books and electronic archiving.
15. Imports historical records into our current system.
16. Submits completed reports to various entities inside Nye County and externally.

17. Acts as a system administrator within the software system. Including permissions, restrictions and login access.
18. Keeps current on new and emerging records management information, technology, regulations and laws by attending conferences and trainings that pertain to the growth and knowledge of the department.
19. Prepares for the next FY budget.
20. Act on behalf of the County Recorder in the County Recorders absence or as delegated.

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 successful completion of a G.E.D. or high school proficiency exam and 5 - 7 years' work experience as a Deputy Recorder III or similar profession, assigned to the duties and responsibilities of the class.

Knowledge, Skills & Abilities:

Knowledge of legal documents which are recorded, their proper preparation and effect, and specific fees charged for each type of recording function including specific taxes assessed in the transfer of real property; Knowledge of laws, rules, and regulations; Intermediate knowledge of computer system and software programs utilized in all recording areas; Skill in searching techniques for legal documents and filing techniques; Ability to determine correct preparation and recording of legal documents

LICENSES:

Valid Nevada Driver's License

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervision of subordinate staff.

CONTACTS:

Elected Officials, department heads, employees, co-workers, general public, and 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; may be required to travel to different County offices.

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.