



## CLASS SPECIFICATION

Class Title: Recorder Technician I  
Department: Recorder  
FLSA: Non-exempt

Class Code: 1123  
Eff. Date: 1/1/98  
Grade: 12  
Revised: 02/03/2021

### GENERAL PURPOSE

Under the general supervision of the County Recorder or an administrative superior, performs routine and entry-level clerical duties and support tasks in the County Recorder's Office.

### EXAMPLE OF DUTIES

Inspects all documents presented for recordation to ensure legibility, proper signatures, legal descriptions, acknowledgements, and county locations are correct and comply with statutory requirements for recordation. Ensures all documents are signed and notarized.

Processes documents by entering into the computer the proper information: party name, address, phone number; grantees name as required by state statute; proper codes; date and time.

Works closely with other staff to ensure correct and complete processing and recording of property information. Proofreads with a Recording Technician II to ensure all data fields are completed and accurate; makes corrections to any discrepancies following proper county procedure.

Assigns and collects proper recording fees in accordance with requirements set by the Utah state legislature. Verifies checks for title company payment. Accepts fees for payments; issues receipts, notices, and certificates and keeps simple records of transactions; makes simple mathematical computations.

Assists the general public in researching records. Makes copies of legal documents and plat maps for the general public, realtors, appraisers, surveyors, title companies, from hard copies, electronic means and microfiche. Files tax cards.

Answers mail correspondence by making proper copies, send statement of fees, and write letters. Notifies customers of errors in documents, and provides instructions on how to make proper changes. Returns documents to customer for corrections.

Receives telephone calls, handling any question or matter of a non-legal or routine nature and directing others to the appropriate staff member.

Operate a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS:

**1. Education and Experience:**

High school graduation plus two (2) years of full time clerical experience, or an acceptable combination of education and experience. Preference for experience in real property title insurance or land records/maps.

**2. Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

May be required to be bondable.

**3. Necessary Knowledge, Skills and Abilities:**

**Working knowledge of:** process and procedures for reading and recording documents, departmental practices and procedures, and computer operations.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** understand and record legal documents, courteously interact and assist the general public on a daily basis, perform duties in times of high workload demand, operate applicable computer software and hardware, operate multi-line telephone and modern office equipment, perform routine and detailed clerical duties, follow written and oral instructions, make mathematical computations, communicate effectively, orally and in writing, establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**

Approval Information

Date:	02/03/2021
Department Approval:	Richard Maughan
HR Generalist Approval:	Marina Brito
Classification Approval:	Marina Brito