



# Administrative Supervisor

## Job Description

Department: Recorder  
Position: Career Service  
Starting Step: 28, Table 14  
Supervisory: Yes  
Reports to: Assistant County Recorder

### Summary

Under general supervision from the County Recorder, or Assistant County Recorder performs supervisory, administrative support, and advanced clerical work in managing the day-to-day office operations and clerical personnel of an assigned function within the Recorder's Office.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Monitor staff performance, provide training, and complete employee performance appraisals.
2. Explain policies and procedures to employees and assist them in finding ways to increase their efficiency.
3. Assist department head in making decisions to hire, promote, or release employees according to County rules and regulations.
4. Determine vacation schedules, and assist in the preparation of payroll for the department.
5. Order and inventory office supplies.
6. Assist the public in recording documents and reviewing and understanding records and ownership maps; answer questions regarding property boundaries.
7. Resolve complex customer concerns or difficult transactions.
8. Provide input to the department head for preparation of the annual budget.
9. Attend meetings representing the interests of the department.
10. Coordinate with the Information Systems Department on data program updates and maintenance.
11. Ensure office equipment is operational and repaired as needed.

### Customer Service

1. Manage the customer service section of the Recorder's Office.
2. Make and certify copies of documents and maps and collect fees.
3. Ensure that the correct tax identification number has been recorded on the high-volume records recorded daily.
4. Analyze and interpret the parcel layer on GIS maps.
5. Locate property on maps for the public using legal descriptions, names, or addresses.
6. Process subdivision maps.

### For Office Use Only

Class Code: 6112  
Class Title: Administrative Supervisor - Recorder  
FLSA: Non-Exempt  
Effective Date: 7/10/2017  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No

7. Field numerous phone calls.
8. Teach customers how to access information from the Recorder's Office internet site.
9. Perform other functions of the Recorder's Office such as recording, fee collection, and balancing when needed.
10. Communicate with other departments to complete joint projects and research.

### **Recording/Entry**

1. Manage the Recording section of the Recorder's Office.
2. Responsible for department's balancing money and ensure handling procedures are appropriately defined and followed.
3. Scan and view images of documents to store, modify, retrieve, and correct.
4. Receive, open, screen, and sort incoming mail.
5. Make certified copies of documents and collect fees.
6. Record maps involving new subdivisions, condominiums, annexations, street dedications and other maps to.
7. Teach customers how to access information from the Recorder's Office internet site.
8. Check for document recording requirements including legal description, appropriate signatures and notarization, grantees' address on conveying documents, proper location, and legibility.
9. Calculate fees due based on the fee schedule, legal documents, or by other appropriate methods.
10. Enter record of recording party, fees, and number of pages into the computer.
11. Coordinate processing of incoming electronic documents.
12. Track specialized charges and collections or CD's to mail to companies and track funds in their account.
13. Prepare daily, weekly, monthly, and other reports as required by specialized function.
14. Fill in duties of employee when necessary.
15. Manage the Data Entry section of the Recorder's Office.
16. Update document records through computer input.
17. Provide accurate information requiring specialized knowledge of land ownership laws to title companies, attorneys, and the public. Respond to phone calls, e-mails, and in-person customers.
18. Prepare daily, weekly, monthly, and other reports as required by specialized function.
19. Track specialized charges and collections; refund monies to title companies that have overpaid.
20. Oversee the department's purchase orders and maintain storage of department's financial receipts and statements.

### **Knowledge, Skills, and Abilities**

Knowledge of mapping, engineering scales, and conversion charts

Knowledge of supervisory techniques

Skilled in operating standard office machines with speed and accuracy including a 10-key, calculator and cash register

Skilled in data entry and word processing

Skilled in basic math and bookkeeping

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Skilled in reading GIS and other technical maps  
Skilled in written and verbal communication  
Ability to quickly and accurately read and interpret land and abstract information  
Ability to read, understand, and interpret legal descriptions  
Ability to maintain cooperative relationships with those contacted in the course of work activities

### **Supervisory Responsibility**

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

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

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

### **Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires up to 5 percent travel.

### **Required Education and Experience**

1. High school diploma or equivalent
2. And five (5) years of complex clerical or administrative support work experience of which two years are directly related to the duties described above
3. Equivalent combinations of education and experience may also be considered

### **Preferred Education and Experience**

1. Preference may be given to applicants with lead or supervisory experience

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**Additional Eligibility Qualifications**

- 1. Selected applicants must pass a typing test at or above the rate of 40 WPM net
- 2. Selected applicants may be subject to, and must pass, a background check
- 3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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