

RECORDS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized coordinating and clerical work involving responsibility for overseeing and participating in a variety of activities concerning the provision of documents (e.g. court records access) and miscellaneous services (e.g. notary applications, passport services) to the public in the Department of Records. The specific duties will depend on the area of assignment (e.g. land records, court records, customer service). The work is performed under the general direction of the County Clerk or a Deputy County Clerk, and supervision is provided to clerical staff primarily involved in providing services to the public. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises staff by planning schedules, assigning and reviewing work, coordinating work processes in various areas (e.g. court records, land records and customer service), etc.;

Responds to questions, resolves problems and explains procedures, laws, etc. regarding applications filed for passports, pistol licenses, and business certificates;

Coordinates the distribution of work within the various units (e.g. customer service, land records, court records);

Oversees and participates in the processing of legal documents (e.g. certification of legal documents, processing of passport applications, entry and retrieval of legal documents);

Reviews and monitors work in order to assure legal compliance in the accessing, processing and release of documents;

Acts as liaison with staff of other units in order to discuss issues of mutual concern and resolve problems;

Meets with management to analyze services provided and to discuss developments and improvements;

Oversees financial recordkeeping and generates reports indicating fees collected for services provided in the specified area of responsibility;

Enters data into computer system and verifies the accuracy of others' entries;

Acts for and in place of the Deputy County Clerk, as necessary;

Certifies legal documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology and procedures; good knowledge of legal forms, documents, and related terminology especially as they pertain to public and land records; good knowledge of business arithmetic and English; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others, especially members of the public; ability to use computer software as it applies to the various functions in the Department of Records*; ability to prepare clear and accurate reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of responsible** office clerical or supervisory experience, two (2) years of which must have substantially included the maintenance and/or retrieval of public records (e.g. mortgages and deeds, court orders, foreclosure judgments).

SPECIAL REQUIREMENT: Possession of a certificate as a notary public must be obtained during the probationary period.

*To be demonstrated during the probationary period.

**Responsible office clerical experience shall be defined as experience involving making decisions with significant and broad consequences and being accountable for work products related to a procedure, project or program. Responsible experience may also include organizing priorities of or supervising the work of others.