

### **ASSESSMENT-RECORDING CLERK III**

#### **DEFINITION**

To perform specialized duties in recording and maintenance of legal documents including vital statistics and assessment rolls, master property records, personal property records, to input various assessments and property market values; and to perform complex and difficult clerical work as required.

The Assessment-Recording Clerk III is at a journey level of classification requiring specialized training and work experience. Incumbents in this class exercise considerable independent judgment requiring training and knowledge that equates to a para-professional level in the Recording, Title and Assessment fields. This is a specialized position that normally will be filled by those who have served as an Assessment-Recording Clerk II for a minimum of two years with demonstrated knowledge of the use and purpose of legal instruments, rules and laws pertaining to changes of ownership. Training is normally not available anywhere but an Assessor-Recorder's Office or specialized courses in Real Estate Law and recordable documents examining.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assessment-Recording Office Manager and the Assessor-Recorder.

May provide lead direction over Assessor-Recorder clerical classifications.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Records and files all types of legal instruments, vital statistics, maps and other documents

Codes recorded documents for changes of ownership for reassessment purposes

Performs complex clerical work in the processing of assessment role corrections, property statements, exemption claims, business audits, division of property and resulting combinations

Assists the public in assessment procedures, filing exemption claims, and resolving problems

Processes property divisions, searching and checking title and property descriptions, briefing complex property descriptions and making calculations

Process boat and airplane assessments, inputs values, and applies them to statements

Prepares cancellations and corrections to secured and unsecured rolls

Acts as control clerk in preparation of secured and unsecured rolls, processing splits, combinations, and other changes

Proofs changes after roll is run for supplemental pages, bills and controls totals

Prepares documentation and updates file as required by the State under the Land Conservation Act

Aids draftsman in keeping maps current and correct

Performs other related duties similar to the above in scope and function as required

Receives, checks, accepts or rejects documents for recording

Performs daily balancing of recording fees, codes all documents for indexing, performs data entry functions, and runs daily indexes

Assists public in the use of records and provides copies as needed

Photographs all recorded documents and vital statistic records, checks film and returns original documents to recording parties

Makes timely deposits of recording fees with the Treasurer

Makes certified copies of official records, vitals, and maps

Balances monthly fees with reports and prepares Recorder's monthly cash statement

Answers telephone and counter inquiries regarding requirements of recordable documents, status of previous recordings, and returns documents received in the mail for recording when incorrect or incomplete

Contacts outside film processing company and resolves problems as they may occur with the microfilming function

Performs as the local Deputy Registrar of Vital Statistics, preparing reports and transmitting fees to the State Registrar

Performs other related duties as similar to the above in scope and function as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

Computer systems and applications

Proper office methods, practices, and procedures including filing and letter and report writing

Laws, rules, regulations and procedures pertaining to recording

Legal instruments that affect property ownership

State code provisions including Revenue and Taxation

Appraisal process and procedures

Principles of financial and statistical record keeping

Modern office methods, practices, procedures and equipment

Mapping procedures used in assessment work

**Ability to:**

Prioritize and organize work flow

Maintain accurate statistical records

Understand and apply pertinent State, Federal and County laws, rules, regulations and policies

Work with and meet the public in a professional and courteous manner

Gather and interpret assessment and/or recording data from the public

Understand and execute written and oral instructions

Type accurately at a rate required for successful job performance

Establish and maintain effective work relationships with those contacted in the performance of required duties

Work independently and make independent judgments

Collect, compile, prepare and maintain statistical reports

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-

visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Two years experience in an Assessment-Recording Clerk II or equivalent position.

**Education:**

High school graduation or G.E.D. preferably with course work in typing, bookkeeping and related subjects

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**