



## Job Description

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<b>TITLE:</b> Recording Specialist	<b>JOB CODE:</b> 3810
<b>DEPARTMENT:</b> County Clerk	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> June 29, 2022	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b>	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> No

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**Summary:** Under intermittent supervision, perform a variety of specialized and administrative responsibilities, and document processing functions; lead and train staff; perform clerical duties including recording, indexing and scanning instruments into the system; review legal documents to determine appropriate categories of action; analyze and categorize these documents; assist the public in defining requests and searching for documents; assist during elections; provide lead supervision to assigned staff members. Provides administrative support to the Probate Judge

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provide assistance in management of the activities related to recording.
- Provide administrative support service relief to management team; utilize independent judgment and initiative.
- Prioritize and assign tasks and projects; counsel, coach, train, and instruct staff on projects and deadlines.
- Perform the more complex document processing duties; act as resource to other staff members regarding documentation and/or procedural issues.
- Interpret, apply, and explain policies and procedures; maintain accurate records and files of work unit's activities.
- Perform a variety of clerical duties, record, index, and scan instruments into the system.
- Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff member for more specific information; explain applicable statutes and regulations.
- Receive, review, and verify a variety of legal documents and records including the more complex items and documentation; determine appropriate categories of action to be initiated based upon the content of the documents and applicable laws and regulations.
- Issue marriage, kennel, and liquor licenses.
- Coordinate duties pertaining to the Election Division to meet workload and demand during demanding election periods.
- Enter computer data from all instruments recorded such to create a grantor/grantee index; create permanent record of documents by scanning and indexing into a specialized computer software application program.
- Scan all recorded instruments, such as real property documents, marriage licenses, commission meetings, plats, and related documents; ensures scanned documents have seals and are in sequence.
- Review opened mail; determine appropriate action and response.
- Re-file microfilm cards; file House and Senate bills and New Mexico Statutes.
- Ensure original documents are returned to customers in a timely manner.

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- Attend County Commission meetings; review drafted minutes for accuracy and seek completed approval in a timely manner.
- Performs other related duties as assigned.

#### **Required Knowledge and Skills:**

- Knowledge of the San Juan County Clerk's Office.
- Knowledge of State of New Mexico election law, Open Meetings Act, and Inspection of Public Records Act and any additional laws and ordinances that govern elections and records and electoral calendar.
- Knowledge of advanced legal terminology, HIPAA and handling confidential and sensitive matters, and advanced accounting principles.
- Knowledge of indexing instruments and filing procedures.
- Knowledge of grantees or grantors used in the reception book.
- Knowledge of various types of recorded/filed documents.
- Knowledge of office procedures and office machines.
- Knowledge of applicable laws, guidelines and policies, and statutes of New Mexico.
- Knowledge of basic legal terminology.
- Knowledge of County policies and procedures.
- Skill in leading staff, workloads, and project completion.
- Skill in communicating effectively, both orally and in writing.
- Skill in explaining policies, procedures, and general information.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in compiling information and preparing reports and related information.
- Skill in the use of a personal computer and standard business software.
- Skill in computer technology and experience and skill in troubleshooting issues.
- Skill in maintaining accurate statistical records.
- Skill in establishing, interacting, and maintaining effective and cooperative working relationships with others including public, appointed, or elected officials, department heads, other department staff and coworkers and members of the general public or associate press with tact and diplomacy in a variety of settings.
- Skill in reading, understanding, interpreting, and drafting ordinances, codes, rules, regulation, policies, and procedures as related to State and Federal law as well as County operations.
- Skill in solving practical problems and deal with a variety of variables in situations with limited and standard solutions.
- Skill in dealing with varied and diverse cultures, personalities, and backgrounds of a general population.

#### **Education and Experience**

- Bachelor's Degree in a related field of study or a combination of education and experience that meet the knowledge and skills required and a minimum of seven (7) or more years of experience as defined:
- Six (6) years of experience should come from real estate, legal, accounting, banking, or a County Clerk's office.
- Two (2) years of experience in a lead or senior role.
- Must take the Clerk oath and must be bondable.

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- Ability to speak a second language is preferred but not required.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Noise level is generally moderate.
- Periodically required to work irregular hours, overtime, evenings, holidays, and weekends, as well as extended regular hours. Observe black out absence periods, and/or attend irregular job-related meetings or trainings.
- Occasionally to frequently push, pull or carry containers weighing at minimum twenty-five (25) pounds and up to a maximum of fifty (50) pounds.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____