



Job Description

TITLE: Recording Coordinator	JOB CODE: 4112
DEPARTMENT: County Clerk	FLSA: Non-Exempt
PREPARED: June 29, 2022	FLSA CLASS: Clerical
UPDATED:	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: Yes

Summary: Under general supervision, perform clerical duties including recording, indexing and scanning instruments into the system; receive and review various legal documents to determine appropriate categories of action; analyze and categorize information from these documents; assist Probate Judge and public with filing probates; issue marriage licenses; answer the phone and sort mail; assist the general public in defining requests and searching for documents; register voters and assist during elections. Train and/or assist the Recording Assistant.

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.*

- Perform a variety of clerical duties, record, index and scan instruments into the system.
- Receive, review, and verify a variety of legal documents and records; determine appropriate actions to be initiated based upon the content of the documents and applicable laws and regulations.
- Prepare correspondence to answer questions regarding documents and actions taken based on information contained in the documents.
- Enter information into a computer system to initiate actions based on documents received and analyzed; apply proper codes or transactions resulting from review of the documents.
- Issue marriage, kennel, and liquor licenses.
- Greet the public in person and on the phone in a professional manner.
- Work with the public in defining their needs and in searching for documents.
- Answer and sort the mail; process customer's request for records.
- Register voters and assist during elections.
- Assist the Probate Judge
- Enter computer data from all instruments recorded 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 accuracy of scanned documents making sure they have seals and are in sequence.
- Re-file microfilm cards.
- Check microfilm permanent roll; order and verify permanent roll as needed and necessary.
- Enter data into the computer and prints out reports.
- May be assigned to Election Division activities to meet workload demands.
- Handle orders of supplies from central warehouse.
- Contact proper support people when repair is needed of office equipment.
- Process plats and make copies for other offices/agencies.

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- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of laws and ordinances that govern elections and records.
- 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 basic accounting principles.
- Knowledge of HIPAA policies and procedures and know how to handle sensitive and confidential matters professionally and tactfully.
- Knowledge of County policies and procedures.
- Skill in performing general office duties.
- Skill in communicating effectively and professionally, both orally and in writing.
- Skill in explaining policies, procedures, and general information to people of various education and socio-cultural backgrounds.
- 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 maintaining accurate statistical records.
- Ability to work closely and well together as a team; and work independently or as a team to achieve office directives and goals.

Education and Experience

- High School diploma or GED
- A combination of four (4) years related experience and/or post-secondary education.
Two (2) years of experience should come from real estate, legal, accounting, banking, or a County Clerk's office.
- Associates degree preferred.
- Must take the Clerk oath and must be bondable.
- Ability to speak a second language 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.

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- 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:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____