

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL DOCUMENT RECORDING EXAMINER I

Spec No. 5037

BASIC FUNCTION

To examine legal documents and maps presented for recording for required formatting and other data as per state law; to post legal documents examined and accepted into the Auditor's Recording System in order to be accessed by the public; to provide legal document research for the public; and to process marriage applications.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives, examines and processes documents for legally required data and formatting prior to officially recording documents.
2. Receives, examines and processes documents for marriage licenses.
3. Examines and records surveys, plats and shorts plats for compliance with state and county recording and survey laws, regulations and ordinances.
4. Provides instruction to the public about preparation of legal documents so that documents are accepted as permanent public records.
5. Verifies, updates and maintains a public record index in compliance with state laws and division procedures.
6. Assists the public in conducting legal document searches of recorded documents using on-line computer and microfilm search tools.
7. Prepares certified copies of legal documents and maps for recording customers.
8. Processes cash, check and credit card transactions for in person and electronic recording customers.
9. Provides in person, phone and written technical information regarding legal document recording to title companies, law firms, financial institutions, other government agencies and the general public.
10. Provides responses to public regarding rejection of documents for recording based on state law requirements.
11. Assists in maintaining the public records system.
12. Provides technical support to the public in reviewing documents and to presenting documents for recording.
13. Serves on teams, committees and task forces as needed.

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STATEMENT OF OTHER JOB DUTIES

14. Other duties as assigned.

MINIMUM QUALIFICATIONS

One (1) year of general office experience, including customer service experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Legal, real estate or title company experience. Coursework or further education in business, public administration, library science or any related field preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- customer service techniques and practices
- cash receipt methods and techniques, including credit card processing
- basic bookkeeping practices
- Microsoft Office applications; spreadsheets and database management
- standard office equipment

Ability to:

- utilize legal document and recording related county codes, state laws and administrative codes in performing daily tasks
- understand and utilize tax parcel numbering, legal descriptions and/or other property information systems
- conduct public records research for in-person, phone and online customers
- establish and maintain effective working relationships with supervisors and peers
- present a professional attitude and appearance
- learn and retain complex legal document examination and rejection criteria and procedures
- provide direct customer service to the public
- maintain minimum indexing and accuracy standards
- follow oral and written instructions
- communicate effectively orally and in writing
- take initiative and exercise good judgment

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KNOWLEDGE AND ABILITIES (Continued)

- function effectively in a team-oriented environment
- operate with a high degree of accuracy
- participate in continuous improvement activities within the division/office
- provide exemplary customer service
- calculate and tender fees, make change and balance funds with daily reports
- work under pressure and with minimal supervision
- communicate with the public in a tactful, professional and courteous manner

SUPERVISION

The employee receives general direction from the Lead or Recording Supervisor. The employee carries out recurring assignments on his/her own initiative and receives additional instruction for new assignments. Work is verified by coworkers to ensure conformance with legal requirements and policies and procedures.

WORKING CONDITIONS

The work is performed in a usual office environment that includes customer service counters and computer stations available to the public.

PHYSICAL EFFORT

The employee must be able to perform physical tasks including lifting boxes of records and supplies weighing up to fifty (50) pounds and sitting for long periods of time.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1987

Revised: February 1989; March 2000, July 2006

Revised and Retitled: September 2007 as Legal Document Recording Examiner I

Revised: April 2015, July 2018

EEO Category: 6 – Administrative Support

Pay Grade: 233 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous