

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **LEGAL DOCUMENT RECORDING EXAMINER, LEAD**

Spec No. 3000

### **BASIC FUNCTION**

To perform complex research and legal document examination transactions, and to understand considerable knowledge of federal, state and county laws, regulations and ordinances governing the operation of the Recording Division. Provide and support legal document research, collection and disclosure services to the public; and lead and train subordinate level employees.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Leads employees and subordinates as required; prioritizes and assigns daily work and trains subordinate level employees as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day personnel questions and problems; may act as the Supervisor in his/her absence.
2. Analyzes and resolves technical legal document examination and complex research problems and questions encountered in the work unit which subordinate level employees cannot answer; receives, investigates and resolves customer's questions, problems and complaints; serves as technical support to other government agencies or contractual agents.
3. Develops, recommends and implements procedural changes and systems for use by subordinate level employees in the work unit; may serve as liaison with other departments or government agencies; may be required to represent the department/office in related presentations/meetings outside the office.
4. Initiates correspondence related to assigned duties.
5. Assists Manager and Supervisor with administrative matters such as job interviews, budget preparation, new employee probation evaluations, employee counseling, development of office policy, development of computerized systems and assessing the impact of implementing new statutory requirements as directed.
6. Collects data, prepares reports and maintain records as required.
7. Provides complex training for Legal Document Examiners I and II on an ongoing basis.
8. Acts as back up to Division Supervisor as necessary.
9. May perform all the duties of subordinate level employees as required.
10. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

Three (3) years experience as a Legal Document Recording Examiner I or II; PLUS, completion of the Recording Training Program; OR, the equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- legal document examination and recording related county codes, state laws and administrative codes
- Assessor's tax parcel numbering and/or property information system
- County departmental structures, including records management warehousing
- cash receipt methods and techniques
- legal descriptions
- basic bookkeeping and arithmetic
- operation of PC programs
- public records research techniques and procedures
- databases
- technical recording system management
- training practices, methods and techniques
- public and customer service
- supervisory techniques

Ability to:

- establish and maintain effective work relationships with supervisors, peers and subordinates
- learn and retain complex document examination and rejection procedures
- provide skilled research answers to public document research questions
- maintain pre-set minimum indexing and accuracy standards
- follow oral and written instructions
- communicate effectively orally and in writing
- provide technical maintenance of Recording systems and e-recording document management
- process accounts accurately
- work under pressure
- work with minimum supervision
- deal with the public in a tactful and courteous manner
- accurately utilize standard and specialized office equipment
- operate computers to utilize and maintain public databases including entering data, performing data verification and making corrections to data

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#### KNOWLEDGE AND ABILITIES (Continued)

- update and write new procedures when necessary
- supervise and communicate effectively
- train and provide support to customer service oriented staff

#### SUPERVISION

The employee in this class receives administrative direction from the Recording Supervisor and has wide latitude in dealing with technical matters of the division. The employee is responsible for the quantity, quality and accuracy of the work produced by his/her subordinates. The employee plans and carries out successive steps to resolve problems in accordance with written and/or verbal instructions, policies, procedures and accepted practices.

#### WORKING CONDITIONS

The work is performed in usual office environment and occasional outside travel may be required.

#### PHYSICAL EFFORT

The employee must be able to both perform physical tasks including lifting boxes of records, oversized archival books, and supplies weighing up to fifty (50) pounds, and to sit for long periods of time. There is also considerable arm/hand movement required for database maintenance work.

#### WORKING CONDITIONS

Work is performed in the usual office environment.

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: November 1995

Previous Spec No. 431442

Revised: (Previously separate classification: Elections/Voter Registration Lead, Licensing Lead and Recording Lead)

Revised: March 2000; May 2003 (Licensing Lead moved into new classification-3316);  
July 2006; April 2012

Revised and Retitled: September 2007 as Legal Document Recording Examiner, Lead

EEO Category: 6 – Administrative Support

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous