

SNOHOMISH COUNTY JOB DESCRIPTION

RECORDING SUPERVISOR

Spec No. 5040

BASIC FUNCTION

To supervise the Recording Division staff of the County Auditor's Office; demonstrate considerable knowledge of state and local recording laws, regulations, policies and procedures; serve as recording system expert for the division providing technical training and technical support to the division; and provide administrative and subject matter support to the Recording Manager.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises Recording Division staff.
2. Plans, organizes, prioritizes and assigns the work of subordinates in the Recording Division; 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.
3. Participates in the hiring, training, evaluation, and discipline of division employees; assesses employee performance against set standards, goals and objectives; conducts performance evaluations of staff; provides counsel to manager concerning employee job performance.
4. Provides technical assistance and training to staff, including writing and updating of training procedures, policies and process manuals.
5. Serves as primary recording system expert for the division. Coordinates training of employees on recording system(s); administers user rights; recommends system software enhancements.
6. Manages recorded document scanning/rescanning/archiving process for the division.
7. Recommends and implements procedural and/or policy changes, ensures compliance with applicable federal, state and local laws, regulations, codes and guidelines.
8. Prepares statistical and financial reports, monitors and maintains necessary records.
9. Promotes partnership with other county departments and offices, outside agencies, citizen groups, and the general public as necessary.
10. Provides technical recording assistance to other public agencies and/or business partners as required.
11. Analyzes and resolves technical problems and questions encountered in the work unit that subordinates are unable to answer.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Investigates and resolves customer questions, concerns or complaints that are elevated to the management team.
13. Develops, implements, and monitors office procedures for revenue collected by the division including accounts receivable, escrow accounts, electronic funds transfers, inter-fund payments and cash collection; sets up accounts receivable and escrow accounts in recording system; tracks receivable/escrow statements and maintains records.
14. Submits bi-monthly payroll records to administrative staff for processing; approves leave requests and monitors for federal and state law compliance for the division.
15. Administers expenditures of divisional budget line items for supplies, printing, and work station equipment, completes payment requisitions and reconciles accounts.
16. Administers the state Address Confidentiality Program (ACP) for the division.
17. Performs any and all duties of subordinate employees as needed.
18. May act as the Recording Manager in his/her absence.
19. Oversees special projects as assigned.
20. Attends professional seminars, training, and meetings as required; is active in regional and statewide recording groups/committees.
21. Performs related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years professional work experience in the public sector including two (2) years of senior or supervisory level experience; and two (2) years of customer service experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Direct work experience in legal document recording and college degree(s) and/or college coursework in management, business, public administration, records management or other related field are preferred. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory methods and techniques
- bookkeeping, accounting and cashiering methods
- payroll record keeping

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KNOWLEDGE AND ABILITIES (Continued)

- recording practices and procedures
- state and local laws and administrative codes related to document recording
- federal, state and county specifications and quality of control standards pertaining to microfilm and optically imaged records
- microfilm and scanning practices and procedures
- standard office machine operation
- hardware/software used in recording process
- personal computer and business related software applications
- training and customer service methods and techniques
- audit procedures and practices
- mediation and complaint resolution practices

Ability to:

- provide leadership and direction to work group
- resolve technical software and hardware issues
- read, interpret and implement state and federal laws, local ordinances and the policies and procedures of multiple state agencies
- evaluate programs, policies and procedures for effectiveness and make recommendations to correct deficiencies and resolve issues
- effectively supervise, train, and evaluate the work of subordinate employees
- meet deadlines and work consistently with interruptions
- operate computer and scanning equipment
- analyze, interpret and communicate complex financial information
- establish and maintain effective work relationships with superiors, peers, associates, subordinates, and business partners
- effectively communicate with and gain cooperation of the public
- exercise sound judgment under stressful situations
- solve problems in a professional and objective manner
- understand and follow complex oral and written directions
- communicate professionally, both verbally and in writing, using tact and diplomacy
- work independently and be self-motivated
- develop and maintain effective interpersonal relationships with diverse groups of people
- coordinate, assign and supervise staff at multiple worksites

PHYSICAL EFFORT

The employee must be able to perform physical tasks including lifting boxes of records, oversized archival books, and supplies weighing up to fifty (50) pounds, and to sit for extended periods of time. There is also arm/hand movement required for regular, daily keyboarding and frequent movement between locations where staff work.

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SUPERVISION

The employee in this classification receives administrative direction from the Recording Manager and has latitude in handling the day to day operations of the division. The employee resolves issues in accordance with applicable laws, instructions, policies and accepted practices. The employee is responsible for ensuring the accuracy of the work produced, the balancing and reconciliation of revenues, and that productivity goals of subordinates are reached.

WORKING CONDITIONS

The work is performed in the usual office environment. Occasional travel may be required.

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: June 1986 as Recording Supervisor
Revised: February 1987
Revised and Retitled: August 1991 as Recording Coordinator
Revised and Retitled: March 1994 as Recording Coordinator
Revised and Retitled: June 2000 as Recording Supervisor
Revised: October 2007; December 2012
EEO Category: 6 – Administrative Support
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous