



# Administrative Supervisor - Recorder

## Job Description

Department: Recorder  
Position: Career Service  
Grade: 722  
Supervisory: Supervisor  
Reports to: Coordinating Manager - Recorder

### Summary

Under general guidance and supervision of the Coordinating Manager – Recorder, performs supervisory, administrative support, and advanced clerical work in managing the day-to-day office operations and clerical personnel of an assigned function within the Recorder’s Office.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions within the assigned function, including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
3. Evaluate performance and conduct performance appraisals.
4. Train assigned staff in County and department policies and procedures.
5. Ensure efficient operations of the assigned function; coordinate time off requests and schedules to ensure appropriate coverage; assist subordinates with maximizing efficiency, as needed; perform duties of subordinates, as needed.
6. Assist the public with recording, reviewing, and understanding records and ownership maps; answer questions regarding property boundaries.
7. Assist the public with accessing information on the Recorder’s Office website.
8. Issue certified copies of documents and maps; calculate and collect required fees; issue receipts, as requested.
9. Resolve complex customer concerns and assist with transactions, as needed.
10. Provide input to the department head for preparation of the annual budget.
11. Attend meetings representing the interests of the department, as needed.
12. Function as liaison with the Information Systems Department; coordinate data program updates and maintenance.
13. Monitor office supplies and equipment; inventory and place orders, as needed; request necessary repairs.

### For Office Use Only

Job Code: 6112  
Job Title: Administrative Supervisor - Recorder  
FLSA: Non-Exempt  
Effective Date: 10/13/2023  
Public Safety: No

Worker’s Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

May be assigned duties from one (1) or more of the following functions:

Customer Service

1. Ensure correct tax identification numbers are abstracted on a high-volume of records.
2. Analyze and interpret the parcel layer on Geographic Information Systems (GIS) maps.
3. Locate property on maps for the public using legal descriptions, names, or addresses.
4. Scan and Index recorded subdivision maps for Public use.
5. Perform other functions of the Recorder's Office, such as copy certification, fee collection, and reconciliation.
6. Process outgoing mail, including notice of discrepancy and returned recordings.
7. Collaborate with other departments to complete joint projects; conduct research, as needed.
8. Prepare daily, weekly, monthly, and other reports as required by specialized function.

Recording/Entry

1. Ensure money handling procedures are followed according to County policy; balance department monies according to procedure.
2. Scan and save documents into record keeping system; prepare and run daily transmittal of scanned documents; review scanned documents and images for completeness and accuracy; locate and scan missing images, as needed.
3. Receive, open, screen, and sort incoming mail.
4. Record maps including subdivisions, condominiums, annexations, and street dedications.
5. Calculate recording and copy fees based on the mandated fee.
6. Ensure documents submitted for recording meet State statute requirements.
7. Coordinate processing of incoming documents.
8. Track specialized charges and collections; mail account statements to companies; track account funds and refund overpayments, as needed.
9. Prepare daily, weekly, monthly, and other reports as required by specialized function.

**Knowledge, Skills, and Abilities**

- Knowledge of standard office practices
- Knowledge of mapping, engineering scales, and conversion charts
- Knowledge of supervisory techniques
- Knowledge of processes related to land ownership records
- Knowledge of Recorder's Office Policies and Procedures and laws, codes, or regulations relevant to work performed
- Skilled in operating standard office machines with speed and accuracy, including a 10-key, calculator, and cash register
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in basic math and bookkeeping
- Skilled in using various software programs unique to Utah County and/or the Recorder's Office

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- Skilled in reading GIS and other technical maps
- Skilled in written and verbal communication
- Ability to quickly and accurately read and interpret land and abstract information
- Ability to read, understand, and interpret legal descriptions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to train and supervise others
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This position requires frequent contact with the public, which may expose incumbent to others' illnesses, high-stress situations, and contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between colors and patterns. The employee is required to type, file, and lift office supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

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**Required Education and Experience**

- 1. High school diploma or equivalent.
- 2. Five (5) years of complex clerical support work experience, of which two (2) years are directly related to the duties described above.
- 3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

- 1. Preference may be given to applicants with lead or supervisory experience.
- 2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

**Additional Eligibility Qualifications**

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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