



# Coordinating Manager - Recorder

## Job Description

Department: Recorder  
Position: Career Service  
Grade: 727  
Supervisory: Yes  
Reports to: County Recorder

### Summary

Under general guidance and direction of the County Recorder, manages daily operations and activities of assigned functions within the Recorder's Office. Plans, supervises, and schedules staff and resources for Customer Service, Recording, and Quality Control. Coordinates activities with other stakeholders and provides routine and complex administrative support duties, including those related to record keeping and operations management. Trains staff on County and department policies, procedures, and operational processes. Conducts research, prepares statistical reports, handles information requests, analyzes budgetary data, and interprets budget guidelines. Incumbents serving in this classification may be responsible for final payment requests on purchase orders and financial transactions. Works closely in a confidential relationship with the County Recorder and Associate County Recorder.

### Essential Functions

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

1. Act as primary point of contact for the Recorder department; when authorized from the County Recorder, respond to media inquiries; coordinate community outreach for Recorder's office.
2. Supervise, plan, coordinate, and direct the work of assigned personnel; identify and address performance and/or behavior issues in a timely manner and initiate corrective action as directed; conduct annual performance evaluations.
3. Assist with interviewing and hiring of staff; create and maintain appropriate personnel files and related documentation.
4. Perform administrative duties for department leadership; create reports, memos, letters, and prepare other documents, as needed; review and maintain accurate content of Recorder website; read and analyze incoming memos, submissions, and reports to determine their significance; distribute as appropriate.
5. Function as liaison with the Office of Human Resource Management; coordinate recruitment, selection, and hiring; coordinate hire and termination dates and personnel actions for promotion, career ladder advancement, and reassignment; track due dates of performance

### For Office Use Only

Job Code: 2546  
Job Title: Coordinating Manager - Recorder  
FLSA: Exempt  
Effective Date: 10/26/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Manager

- appraisals; ensure completion and submission to the Office of Human Resource Management; ensure department record of positions corresponds with the County's official staffing plan.
6. Function as liaison with the Utah County Auditor's office; communicate regarding department budget and overall financial transactions; submit new budget requests; extract basic financial data from financial software; generate, review, and create reports and supporting documentation, as needed; promptly respond to inquiries from the Auditor's office; identify and initiate budget transfers, as needed.
  7. Coordinate and submit purchase requisitions for the department; negotiate purchases of items; review, correct, and submit payment requests according to County's chart of accounts, budgetary constraints, and department and County policies; ensure compliance with contract provisions; follow proper financial documentation requirements; process and track to completion.
  8. Ensure compliance with purchasing policies and financial documentation requirements; coordinate reconciliation of purchase card transactions; monitor purchasing card transactions; ensure proper access to purchasing cards.
  9. Coordinate travel arrangements for the department; conduct research, book travel, and reconcile expenses.
  10. Monitor and ensure department compliance with multiple contracts; identify requirements impacting budget, purchasing, and accounting.
  11. Oversee and coordinate changes related to department fixed assets, including tagging new items, identifying discontinued items, performing annual audit of items, and reporting asset management data to the Auditor's Office; initiate fixed asset records for new purchases; coordinate disposal of surplus assets.
  12. Coordinate vendor presentations and maintain communications with vendors as appropriate.
  13. Receive, direct, and resolve questions and complaints; provide detailed and technical information to taxpayers, industry professionals, and other government entities.
  14. Maintain office calendar; coordinate office coverage, ensuring functional areas are appropriately staffed; ensure appropriate coverage with time off requests and other scheduling information.
  15. Perform general office duties; order supplies, schedule meeting and training rooms; record and distribute meeting minutes; assist with maintaining an organized office.
  16. Submit and monitor Commission Agenda requests, as directed; upload supporting documentation, as needed.
  17. Receive and process Protected Records applications; review for completeness and inclusion of requirements necessary to meet State Code, including temporary and permanent removal of protection, as authorized.
  18. Function as a timekeeper for assigned function; utilize the County's time-entry system to ensure proper reporting of work time; resolve employee payroll questions and issues in coordination with the Office of Human Resource Management.

For Office Use Only

Job Code: 2546

Job Title: Coordinating Manager - Recorder

FLSA: Exempt

Effective Date: 10/26/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Manager

19. Review clerical and administrative work processes and improve methods used; monitor and update department policies; provide backup support for administrative functions.
20. Oversee work orders for department maintenance needs; initiate requests and monitor processes to ensure timely completion of work, as requested.
21. Exemplify the desired culture and philosophy of the organization; work effectively as a team member with the other members of management and the Recorder's Office staff.

### **Knowledge, Skills, and Abilities**

- Knowledge of state laws governing the functions of the Recorder's Office, including State Code, Real Estate, and Title Law as it applies to protected records
- Knowledge of general organization and functions of county government
- Knowledge of Geographic Information Systems (GIS) technology and its application to recorder mapping functions
- Knowledge of real estate and title law as applied to the Recorder's office
- Knowledge of county budgeting principles
- Skilled in supervisory techniques
- Skilled in applying financial knowledge to statistical data analysis
- Skilled in Microsoft Office Suite, including the creation of document and spreadsheets
- Skilled in intermediate reading, writing, and accounting
- Skilled in conducting research
- Skilled in public relations
- Ability to distill relevant and useful elements from vast amounts of information and extract pertinent information from confidential documents
- Ability to resolve conflicts and complaints
- Ability to communicate ideas, findings, and recommendations in a clear, concise manner verbally and in writing
- Ability to coordinate media inquiries and community outreach with the County Recorder
- Ability to maintain the confidentiality of files, records, and reports
- Ability to multitask, prioritize, and meet deadlines
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain objectivity amid conflicts, work effectively under pressure, and cultivate cooperative working relationships
- Ability to effectively supervise, motivate, and guide others while maintaining own workload

### **Supervisory Responsibility**

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

#### For Office Use Only

Job Code: 2546

Job Title: Coordinating Manager - Recorder

FLSA: Exempt

Effective Date: 10/26/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Manager

**Work Environment**

This job operates in a professional office environment and requires incumbent to perform duties in the office. This position requires frequent contact with the public, including face-to face interaction and coordination of work with other employees, clients, or customers, and/or immediate access to documents or other information located only in the workplace. Incumbent may be exposed to high stress situations or 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 regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is required to type, file, or lift office supplies up to twenty (20) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee occasionally drives a motor vehicle.

**Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. Expected work hours are 8:00 am to 5:00 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.

**Required Education and Experience**

1. Bachelor's degree in Business, Public Administration or closely related field.
2. Five (5) years of progressively responsible administrative support work experience including two (2) years in a supervisory capacity.
3. Equivalent combinations of education and experience may also be considered but may not replace the two (2) years of supervisory experience.

**Preferred Education and Experience**

1. Preference may be given to applicants with government work experience.

**For Office Use Only**

Job Code: 2546

Job Title: Coordinating Manager - Recorder

FLSA: Exempt

Effective Date: 10/26/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Manager

**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 for 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 \_\_\_\_\_

For Office Use Only

Job Code: 2546  
Job Title: Coordinating Manager - Recorder  
FLSA: Exempt  
Effective Date: 10/26/2023  
Public Safety: No

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