

LINN COUNTY CLASSIFICATION

TITLE: SENIOR DEED CLERK
NUMBER: 415
PAY RANGE: 09
CATEGORY: SEIU

APPROVAL ORDER
NUMBER: 2012-310
DATE: December 5, 2012

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform varied and complex clerical and program assistant functions for the Assessor's Office, which includes examining legal documents in determining real property identification and ownership. Relieve Office supervisors of routine technical and administrative tasks. Positions in this classification may serve as technician/specialists and assignments are performed with relative independence. Supervisory guidance is sought when clarification or interpretation on Office policy is in question. This classification is distinguished by the exercise of authority over elements of a more complex and involved office workflow.

SUPERVISION RECEIVED: Works under the supervision of the Cartographic Drafting Supervisor.

SUPERVISION EXERCISED: Supervision of subordinate clerical positions' task activities may be a responsibility of this classification including providing assistance in procedures and in interpreting legal instruments for deed clerks; may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide advanced and specialized clerical support to the Assessor's Office and professional or technical supervisors; establish and implement office procedures; coordinate the work flow within the mapping section; prepare correspondence; compose correspondence in accordance with standard policies. Process routine matters independently.
2. Within defined guidelines, provide technical assistance for a program area, i.e. recordings and legal instruments.
3. Assist the public, other employees and professional contacts and answer varied inquiries which require a technical knowledge of ownership and mapping for assessment purposes. May conduct interviews to obtain detailed information to facilitate assisting the public and professional contacts. Explain policies and procedures.
4. Sort scanned images of daily recordings, using recording database.
5. Read various legal instruments to determine how property is vested/conveyed in order to show current assessed ownership. May need to research the property title including review of contracts, deeds, mortgages, court records, and other pertinent records to trace property ownership and determine current owner for assessment purposes.

6. Update assessed ownership in tax lot card database and assessment database or forward instruments to Cartographers for further processing.
7. Process changes, affecting real property, in assessment records resulting from segregations, consolidations, lot line adjustments, partition plats, subdivisions, tax code changes, right-of-way acceptances, right-of-way vacations, river changes, acreage re-computations, map transfers, etc. This involves updating tax lot card database, recording database, and creating the electronic vouchers to process the changes within the Assessor's Office.
8. Compile and categorize statistics of completed work.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices and procedures as required by the position. Considerable knowledge of deeds, mortgages, contracts and other pertinent legal documents used for assessment purposes. Ability to read assessment maps and interpret various legal documents affecting the assessment records. Considerable knowledge of the procedures used in working ownership changes, segregations, consolidations, etc. Reasonable knowledge of record keeping systems. Ability to work with numerical data and to make basic mathematical calculations quickly and accurately.

Ability to relieve Assessor's Office supervisors of administrative details with minimum supervision and with only general direction. Ability to plan, organize and supervise the work of subordinates as required by position. Ability to exercise good judgment, courtesy and tact in public contacts which may involve hostile and abusive customers, and maintain effective working relationships with other employees, public and private officials and the public. Ability to perform typing or word processing work at an acceptable level of proficiency as required by the position. Ability to maintain the confidentiality of information.

Skill in the operation of a computer, including user software and programs, and other office machinery as required by the position.

EXPERIENCE. EDUCATION AND TRAINING: Four years of progressively responsible experience in general office secretarial work which preferably included two years of experience in an Assessor's Office processing and maintaining records in the mapping department. Graduation from a senior high school, supplemented by additional college level coursework in real estate, computer skills, secretarial science or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; bend, stoop and squat; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds