



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4021-025
CLASS TITLE:	Assessor-Recorder Technician I
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP A-F:	203 (Step A-F \$2,684 - \$3,425)

JOB SUMMARY:

Under close supervision, the incumbent learns the specialized skills and procedures of the Assessor Recorders Office. Provides secretarial support and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Assessor Recorder Technician I is an entry level class with the Assessor Recorders office and/or first secretarial level in the office technician series. Under close supervision the incumbents will learn a wide variety of the lower level office support and functions. This class is distinguished from Assessor Recorder Technician II in that the incumbents performs less complicated job duties under close supervision. Incumbents in this class are required to use some independent judgement & interpretative ability, and are required to be proficient in the processes and procedures of both the Assessor's and Recorder's Offices.

EXAMPLES OF DUTIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Serves as an office receptionist greeting office visitors and answering the telephone, providing information and understanding the needs of the costumers to refer them to the appropriate resource.
- Composes correspondence, invoices, indexes
- Reviews & analyzes legal documents to determine if they are legally entitled to be filed/recorded in accordance with governing laws.
- Accepts birth, death and marriage certificates, maintaining vital statistic indexes
- Maintains and updates Recorder index, archive records and information
- Analyzes and process more lesser complex property transfers, determines reappraisals pursuant to applicable law, learns to read and decipher legal descriptions; learns to use and understand a variety of maps.
- Update ownership & mailing addresses for the assessment rolls
- Helps maintain, prepare and file personal property statement's
- Establish and maintain a working relationship with the hospitals, mortuary and coroner while learning to process and register death certificates with the state

- Establish and maintain a working relationship with the hospitals and midwives while learning to process and register birth certificates with the state
- All other duties as assigned

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S)

Knowledge of:

- Functions, policies and procedures of the County Assessor Recorders office.
- Good public relations techniques in person and over the telephone.
- Computer applications involving word processing, data entry and/or standard report preparation.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.

Skill in:

- Read and interpret rules, policies and procedures.
- Review detailed documents for completeness, accuracy and compliance with regulations.
- Operate computer entry equipment with accuracy.
- Maintain accurate records and files.
- Compose correspondence independently or from brief instruction.
- Maintain effective working relationships with those contacted in the course of work.
- Organize own work setting priorities and meeting critical deadlines.
- Read and interpret rules, policies and procedures.
- Review detailed documents for completeness, accuracy and compliance with regulations.
- Operate computer entry equipment with accuracy.
- Maintain accurate records and files.
- Compose correspondence independently or from brief instruction.
- Maintain effective working relationships with those contacted in the course of work.
- Organize own work setting priorities and meeting critical deadlines.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

PHYSICAL DEMANDS:

Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and concentrated for extended periods of time, vision to read printed materials, and hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Licensing and Certification:

Specified positions may require possession of, or ability to obtain, an appropriate California Driver's License.

Background:

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

Equivalent to graduation from high school and two years of general or accounting office experience which has included explaining rules and procedures to the public.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All County of Modoc employees are designated Disaster Service Workers (through state Law) (California Government Code Section 3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification form (PAN) form.

*Position created and approved by the Board of Supervisors on September 28, 2021
Effective: October 1, 2021*

Final verified classification approved by:

DocuSigned by:

Human Resources and Risk Management Director

Approved as to form:

DocuSigned by:

County Counsel

Received and filed by:

DocuSigned by:

Clerk of the Board