

NEW CASTLE COUNTY GOVERNMENT

Number 0175


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Date 07/27/15

CLASS SPECIFICATION

Title: CHIEF DEPUTY RECORDER OF DEEDS

Approved:



GENERAL STATEMENT OF DUTIES: Performs responsible management and supervisory work and special projects in the Office of the Recorder of Deeds; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the planning, management, and supervision of the overall operations of the office of the elected Recorder of Deeds. This employee makes recommendations for cost efficiency measures and public services enhancements for attorneys, title searchers, and lending institutions conducting business with the office. This employee interacts with attorneys, title searchers, and the general public and may also be deputized and assigned the authority to make actions legally effective as prescribed by existing law. Work is performed under the general supervision of the elected Recorder of Deeds.

EXAMPLES OF WORK: (Illustrative only)

- Assists with the preparation and management of the office budget;
- Reviews purchasing requests to ensure that they are in conformity with the budget;
- Works with the Budget Office on revenue trends and collections;
- Supervises the electronic depositing of daily check proceeds in the Recorder of Deeds bank account;
- Supervises the collection and cashing of transfer tax funds for the State and County municipalities for transfer taxes;
- Studies management methods in order to improve work flow, simplify office procedures, and implement cost savings;
- Provides direction to the Office Administrators and section supervisors on problems within the department;
- Responds to inquiries, correspondence and requests for information from law firms, mortgage companies and other agencies;
- Reviews documents for legality and proper recording format;
- Works with County Council, Executive Office, and various departments on issues related to County Government;
- Interacts with the office of the Secretary of State in order to provide incorporation information;
- Answers questions and provides information regarding office policy and procedural policy;
- Interprets the Delaware Code and New Castle County Code as they relate to laws affecting the Office of the Recorder of Deeds;
- Works with the Office of Law and Office of Finance to originate legislation pertaining directly to the functions of the Recorder of Deeds Office;
- Supervises Office Administrators and directs the overall supervision of personnel in the office;
- Responsible for hiring and procedures of part-time, non-permanent employees;

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- Supervises the scanning department and related scanning of all documents that have been recorded, including plot plans of all major and minor subdivisions;
- Supervises records management to include archiving and storage of all recorded documents and images at Delaware Public Archives and offsite storage facilities;
- Supervises, distributes and evaluates the work of subordinates and coordinates vacation requests;
- Leads Deputy and Administrator's team meetings that deal with employee morale and performance;
- Develops office policies and procedures for review by the elected Recorder of Deeds;
- Directs and manages special projects, problems or requests as needed;
- Serves in liaison capacity between the office, attorney, title searchers and the general public and with Local, State and Federal government agencies and Law Enforcement agencies;
- Coordinates the implementation of electronic recording filing initiatives and standards;
- Directly responsible for communication, implementation and supervision of all projects that involve office building maintenance as it relates to the Recorder of Deeds office;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern principles and practices of business, office management and accounting practices; thorough knowledge of administrative principles; thorough knowledge of laws and regulations relating to the activities of deeds and mortgage processing; ability to plan office systems and to establish complex administrative procedures; ability to draw valid conclusions; ability to establish and maintain effective working relationships with title searchers, department general managers, the legal community, and the general public; ability to communicate courteously and effectively, both verbally and in writing; demonstrated ability to manage operational functions and supervise personnel with tact and diplomacy.

MINIMUM QUALIFICATIONS: At least five (5) years of experience in the management of a business or legal office, including two (2) years in the direct supervision of employees; possession of a degree or course work from an accredited college or university with emphasis on business administration, accounting, finance, or a related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.