

# NEW CASTLE COUNTY GOVERNMENT

Number 0184

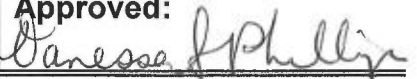
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Date 02/08/17

## CLASS SPECIFICATION

**Title:** RECORDER OF DEEDS OFFICE ADMINISTRATOR

**Approved:**



**GENERAL STATEMENT OF DUTIES:** Performs 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 assisting in 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 service enhancements for attorneys and lending institutions conducting business with the office. This employee interacts with attorneys and the 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 Recorder of Deeds or Chief Deputy.

**EXAMPLES OF WORK:** (Illustrative only)

- Oversees the preparation and management of the office budget and related financial reports;
- Reviews and processes purchasing requests to ensure that they are in conformity with the budget;
- Coordinates and processes mortgage satisfaction matters in conjunction with the Attorney General's Office;
- Processes all paperwork for changes to the budget;
- Works closely with the Budget Office on revenue trends and collections;
- Oversees the collection, cashing and preparation of transfer tax funds for the State, County and various municipalities;
- Studies management methods in order to improve work flow, simplify office procedures, and implement cost reductions;
- Provides direction to section supervisors on problems that are beyond their scope of expertise;
- Responds to inquiries, correspondence, and requests for information from out-of-state law firms, mortgage companies, and other agencies, including the Office of the Secretary of State;
- Reviews unusual documents as to their legality and advises the recording agents as to their proper format;
- Works with County Council members and their staff on various problems concerning constituent complaints;
- Answers questions and provides information regarding office policies and procedures and rules and regulations;
- Interprets the Delaware Code and New Castle County Code as they relate to laws affecting the Office of the Recorder of Deeds;

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Date 02/08/17

**Title:** RECORDER OF DEEDS OFFICE ADMINISTRATOR

**Approved:**

- Supervises the electronic and paper records management, including archiving and storage;
- Supervises the plot plan filming of all major and minor subdivisions;
- Supervises, plans, distributes, and evaluates the work of subordinates;
- Develops office policies and procedures for review by the Recorder of Deeds;
- Prepares and submits periodic activity reports on the operation of the office;
- Directs and manages special projects, problems, or requests as needed;
- Supervises records management;
- Serves in liaison capacity between the office, attorneys, title searchers, and the general public;
- Participates in planning initiatives for the computerization of office processes;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the 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 and administer complex procedures; ability to draw valid conclusions; ability to establish and maintain effective working relationships with title searchers, department 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; tact and courtesy.

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

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

**HISTORY OF REVISIONS:**

Established: 03/01/98  
Revised: 09/01/99  
Revised: 11/01/03  
Revised: 02/08/17