

# CLASSIFICATION REVIEW REQUEST

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Clerk/Recorder Date: 09/01/2019

Division/Unit/Location of new position: 271 Clerk/Recorder

Name of contact person: Kristine Legg

Position status (check one) Regular  Grant  Other

If position is in a new grant or program, explain the general purpose or function of the program:

\_\_\_\_\_

Anticipated start date: 08/25/2019 Duration of grant: \_\_\_\_\_

FTE of new position: 1.0 Budget unit: 271

Name and title of person supervising this position: Kristine Legg, Manager-Clerk/Recorder's Office

Name and title of anyone currently in your department performing the same or similar duties:

Recent vacancy

Please list the primary duties of this position on the reverse side.

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PERSONNEL USE ONLY

RECOMMENDATION: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF ANALYST: \_\_\_\_\_

Personnel notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

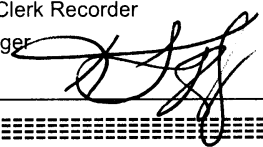
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List the primary duties of the proposed position: Under general supervision, assigns, leads, directs and reviews the work of a small staff of Recordable Document Examiners; Provides difficult or specialized document indexing and examining in support of the Clerk Recorder's Office; Examines complex legal documents for sufficiency of information, jurisdiction and appropriateness of recording; returns documents that may not be recorded; Computes and accepts payments of fees, issues receipts and accounts for monies received on a daily basis; Provides information to the public over the counter and by telephone regarding document recording procedures and requirements. Directs tasks and sets priorities to ensure that critical deadlines are met; Operates standard office equipment such as word processor, computer terminal, copy reproduction or facsimile machine, scan equipment, calculator, and telephone; Organizes and maintains various files; purges files as required; maintains tickler files and follows up as necessary; Provides lead support of special projects when necessary; Responds to public records requests.

Indicate any required licenses: N/A

Add any additional information, which might be useful for this review: Due to outsourcing for the production of the Recorder's microfilm and microfiche along with updated technology through integrated Clerk Recorder software systems, the characteristics and responsibilities of a Sr. Microfilm Technician have become outdated to the point where the duties and responsibilities are aligned with the duties and responsibilities of a Sr. Recordable Document Examiner. Therefore a reclassification is requested.

Kelly Sanders, County Clerk Recorder  
by Kristine Legg, Manager



Date 08/02/2019

Department head signature \_\_\_\_\_

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