

Job Title: Real Estate Recording Supervisor Prepared By: County Clerk

Classification: Full-time

Prepared Date: May 25, 2015

Department: Clerk

Approved By: Human Resources

Reports To: County Clerk & Deputy

Approved Date: 2/3/2016

Location: 525 E. Grand Ave.

FLSA Status: Exempt

Job Summary: Under limited supervision, plans and coordinates the activities and operations of the Real Estate Recording Department within the County Clerk's Office. To provide information and assistance to elected officials and department heads and/or assigned staff, and the general public.

Supervision Received and Exercised: Train and exercise direct supervision to all employees assisting in this department. Directly supervises one employee on a daily basis. Receives general supervision from the County Clerk and the Deputy County Clerk.

Essential Duties and Responsibilities:

Important and essential duties may include, but are not limited to, the following:

- Oversees and coordinates the day to day operations and activities of the Real Estate Recording Department and ensures compliance with applicable regulations and state statutes.
- Hires, supervises, trains and helps in evaluating the performance of assigned personnel.
- Researches State and Federal laws pertaining to recording documents against real property, and filing and perfection of State and Federal tax liens and judgments.
- Coordinates with the Assessor's Office regarding legislative changes affecting both departments.
- Liaises with the Information Technology Department regarding program upgrades/changes and the development of software applications.
- Liaises with the Geographic Information System Department to coordinate with the assistance of maps, plats and other recorded documents.
- Conducts queries as requested by outside agencies; title companies, attorney's, financial institutions and the general public.
- Reviews the integrity of all recorded documents and ensures compliance with quality assurance measures; adheres to permanent preservation guidelines as required by State statutes, legislative mandates and administrative directives of the Wyoming State Archives.
- Provides recommendations regarding records management equipment evaluation, productions and quality standards.
- Acts as the liaison between the County Clerk's Office and representatives of business, industry, trade and professional associations.
- Provides/disseminates information regarding statutory changes and/or policy modifications.
- Provides notification in the event documents are incomplete or incorrect.

- Provides information in relation to the requirements necessary to have a corrective document recorded, without giving legal advice.
- Review and cashier all documents received in the mail, as well as, brought into the office on a daily basis.
- Help process all land documents by indexing and scanning them.
- Proof all indexing and scanning, before certifying the documents and mailing them out.
- Responds to and provides assistance with resolving complaints.
- Coordinate and assist University of Wyoming instructors and their students for class required research.
- Provide support with the conduction of elections and assist voters in locating polling locations and provides general election related information.
- Adhere to safe work practices and procedures.
- Perform other duties as assigned or required.

Qualifications/Requirements:

- Knowledge of Microsoft Office Suite.
 - Knowledge of all aspects of the Real Estate Recording Department operations and activities.
 - Knowledge of State and Federal tax lien databases.
 - Knowledge or records retention processes and schedules.
 - Knowledge of financial/accounting activities and processes.
 - Knowledge of supervisory principles, practices, and methods.
 - An understanding of, or ability to learn, state and federal laws relating to the recording of documents
 - Public speaking, customer service and good communication skills.
 - Ability to maintain confidential records in an ethical manner.
 - Ability to supervise, lead, and delegate tasks.
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- Skill in coordinating the operations and activities of a real estate recording office.
 - Skill in ensuring compliance with real estate recording laws and regulations.
 - Skill in effectively supervising, leading, and delegating tasks and authority.

Education/Training/Experience:

- High School Diploma or equivalent preferred.
- Knowledge of procedures and experience in working in other positions in the County Clerk's Office.
- Must be Bondable.