



Salt Lake County Job Description

Assistant Division Administrator

DEPARTMENT: Recorder's Office

DIVISION: Recorder/Tax Administration 8850/8851

JOB CODE: 584 **GRADE:** 15

FLSA STATUS: EXEMPT

SAFETY SENSITIVE: No

EFFECTIVE DATE: 12/16/2015

JOB SUMMARY

Assists in managing the daily operations and activities of assigned work units within the Recorder's Office. Plans, supervises and schedules staff and resources for sections of the office where duties are specialized and involve varied procedures and methods involved in document recording, document abstracting, legal descriptions and ownership that affects all parcels in Salt Lake County.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business, Public Administration or other closely related field, plus four (4) years of related experience, of which one (1) year must have been supervisory; OR an equivalent combination of related education and experience. Education may not be substituted for the required one (1) years of supervisory experience.

Knowledge and experience with ARC Info, ArcView, and the ESRI suite of products is required. Must have experience in GIS software package implementation and systems integration.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Coordinates the day-to-day operations including, but not limited to, recording, cashing, scanning, indexing, abstracting, GIS Mapping and tax assessment functions.
- Supervises staff which includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Coordinates with Land Records Supervisor in planning, scheduling, allocating and prioritizing workloads to meet operation requirements.
- Prepares necessary tools and training materials and conducts new hire OnBoarding process.
- Maintains billing records on accounts and makes updates as needed; performs billing functions; creates and emails invoices, statements and customer notices; responds to customer billing questions and/or concerns,
- Aids in the transfer and distribution of all tax information, including GIS Base Parcel Map with other departments and agencies.
- Monitors/reconciles daily office intake of all cash, checks and electronic monetary transactions.
- Trains division personnel in technical GIS mapping skills and answers questions as to the validity of documents.
- Creates, terminates and maintains existing and new user accounts.

- Consults with new customers regarding the type of hardware and software required; conducts training classes and teaches Data Services customers and county users as needed; provides training, as necessary.
- Collects past due accounts through the use of mail, telephone, and/or email; suspends and/or terminates delinquent accounts; refers delinquent accounts to the District Attorney's Office for collection.
- Ensures reliability and accuracy of public records concerning legal descriptions, GIS Base Parcel Map, and abstracting information of documents and tax identification parcel numbers for tax purposes.
- Monitors and ensures adherence of quality and quantity standards.
- Assures all recordings remain compliant with Utah State Code Annotated.
- Monitors updates and maintenance of GIS Base Parcel Map for taxation.
- Monitors use of GIS layers for abstracting purposes.
- Assumes duties of Division Administrators in their absence at the direction of the Recorder or Chief Deputy.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Computers, software, and programs related to job specific duties
- Database management
- Advanced knowledge of all Recorder's Office functions
- Document recordation methods
- Basic cashiering, cash handling, collection procedures and audit points
- Reconciliation of cash transactions and closing standards
- Utah State Code - Annotated
- Basic business math skills
- Basic accounting procedures
- General office and administrative practices and procedures
- Effective public and customer relations concepts and principles
- ARC Info, ArcView, and the ESRI suite of products

Skills and Abilities to:

- Follow oral and written policies, procedures and instructions
- Communicate effectively, both verbally and in writing
- Perform in a supervisory capacity over subordinates
- Exercise independent judgement and adopt methods to meet all office standards
- Use a computer and office equipment related to job specific duties
- Operate and input information into appropriate computer programs
- Work independently under limited direction of supervisors
- Follow written and oral instructions
- Resolve problems under stressful conditions
- Conduct training classes or provide one-on-one instruction
- Supervise personnel and organize division workflow
- Resolve public complaints
- Make accurate decisions regarding document and plat validity
- Establish and maintain effective working relationships with those contacted in the course of the work

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS

Work in this position is characterized by autonomy, originality in logical thinking, decision-making abilities, good interpersonal skills, and effective capacity for giving and receiving instruction and training. It requires considerable analysis of complex facts as well as the ability to assimilate and develop GIS applications for specific needs.

Revised Date/Consultant's Initials: 12/16/2015 TF