

Department: Recorder
Title: Recorder
Date: November 2023

PURPOSE OF POSITION

Supervises, directs, and coordinates the operation of the County Recorder's Office ensuring that all records are properly maintained and preserved for permanent public accessibility.

MISSION STATEMENT

The Recorder's Office maintains official records including but not limited to land transfers, Birth, Death & Marriage Records, Military Service DD214 records and DNR Licensing records. We provide the public with access to records and certified copies of certain documents which the public is entitled to. In the event of a disruption to critical daily services, our mission is to ensure our office provides processes, that are at the level, to return to normal operations quickly & efficiently.

ESSENTIAL FUNCTIONS:

Supervises the operation of the County Recorder's Office: plans, schedules, and assigns work to staff; establishes priorities, instructs, and trains in correct methods; checks and approves work; reviews and evaluates employee performance.

Formulates long term goals, policies, and procedures to enhance the operation of the office; formulates expenditures and revenues estimates for the annual budget in the Recorder's Office.

Communicates with attorneys, abstractors, bankers, and the public regarding various problems with documents; assists in resolving problems.

Reviews new legislation that may affect the Recorder's office; determines how the office will implement laws.

Orders supplies and equipment as needed; prepares claims for purchases and repairs.

Provides informational and processing services to the public involving the recording of legal instruments and documents pursuant to section 331.601 through 331.609 of the Code of Iowa; collects and records fees for services; maintains books, files and records; issues licenses for hunting, fishing, snowmobile, ATV and boat registrations; prepare and issue Certificates of Birth, Death, and Marriage.

Provides a yearly revenue spreadsheet to State Auditor along with copies of reports and bank reconciliations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive.

GENERAL OFFICE

- Answers phone
- Assist customers at the window
- Balance cash drawer with daily Eagle Reports and state reports
- Proofs work related entries and prepares deposits for the end of the day
- Lifting of books up to 25 lbs.
- Checks reports and signs checks for monthly and quarterly reports
- Opens mail and keeps log of mail
- Directs searchers, genealogists and the general public in finding public records housed in the Recorder's Office. We do not perform lien searches (includes mortgages and tax liens)

RECORDING OF DOCUMENTS

- Reviews legal documents received by mail, in person or through the electronic filing system to comply with Document formatting standards for the State of Iowa
- Ensures that forms and accompanying statements are attached such as Declaration of Value and Groundwater Hazard Statements or exemptions are in place
- Collects appropriate fees and real estate transfer tax where applicable
- Be familiar with legal descriptions
- Record, receipt, scan and enter data into Eagle indexing system
- Copy for Abstractors
- Proof data entries which also includes inspecting for personal identification information

VITAL RECORDS

- Operates the Iowa Vital Events System (IVES) web-based software application designed to process vital records
- Issues certified copies of Birth, Death, and Marriage Licenses through the Iowa Dept of Public Health's Electronic System and older records from county books
- Determines if customer has appropriate authorization to have access to vital records
- Processes applications and payment on IVES and Eagle software
- Maintains daily log for inventory count of county and state paper
- Submits a weekly transmittal and certified paper report electronically in IVES system
- Processes Marriage Applications
- Works closely with Funeral Directors
- Seals and amends records ordered by State
- Updates county birth records to coincide with weekly State Birth/Death Match Report
- Maintains confidentiality requirements

RECREATIONAL VEHICLES

The Recorder's Office is responsible for registering, titling and renewing, Boats, Snowmobiles, ATV's and other off-road vehicles.

Off-Road Vehicle and Snowmobile renewal season begins September 1 and expires December 31, annually.

Boat renewals are on a 3-year renewal that begins January 1 and expires April 30th. In 2019 a 30-day grace period was issued before penalty accrues. As of July 2019, can renew any boat in the state of Iowa.

- Ensure proper paperwork is intact which includes titles, registrations, and bill of sale; farm exempt if applicable
- Collects proper fees for transfer or renew and collects Sales Tax and Local Option Tax
- Works with DNR Electronic System to license and renew
- Files titles, application and registrations in proper drawers.
- Prepares yearly renewals for off-highway vehicles and boat renewals.

GAME LICENSES

- Sells many different kinds of hunting and fishing licenses through electronic system
- Balances daily with sales
- Balances weekly for ACH payment
- Loads license and deer tags in software
- Orders recreational and hunting supplies online

GENEALOGY

Assist in locating books of interest. In vault, retrieves old real estate and vital records for genealogists to search. Old records have many on one page, and may not be given any other record than their request. When copying these old records, the line of interest will need to be copied, cut and pasted. Assist genealogists that are accessing Adair County Death records on our public terminal.

INTERNET

- Works with web-based computer programs.
- Must be able to send e-mails regarding Recorder's daily business
- Helps customers locate tools on both the County and Recorder's website
- Communicates with Hanson Mapping Company
- Participate in training webinars
- Personal use of county computer is not advised

SCANNER USAGE

- Be able to operate both scanners and connect images to computer programs
- Assist in scanning old historical data and connecting to index system
- Print images of recorded documents
- Notify CLRIS to redact on website and then redact in-house

PHYSICAL DEMANDS

Stands to wait on the public and to use copy machine. Employees sit doing computer entry. Must have sufficient manual dexterity to make handwritten notations and which permits moderate to heavy use of a keyboard and mouse. In vault, must be able to climb five-step stair ladder to retrieve 22-pound books and to close vault window and air conditioner. Bending and stretching to reach file drawers. If necessary, must be able to drive to meetings.

COGNITIVE DEMANDS

Must be able to multi-task. Requires the ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering the phone or waiting on the public. Memory of details is a must. Requirements include the ability to read, inspect documents for accuracy, calculates fees, alphabetize, and operate computer. Must have the ability to interpret the Iowa Code. Must have common sense to work with the public, attorneys, abstractors, funeral directors, hunters, genealogy researchers, and dealers of recreational vehicles. Accuracy is of greater importance than speed completing tasks.

EDUCATION AND EXPERIENCE

High school diploma or GED and moderate experience working in customer service, or equivalent combination of education and experience.

WORK ENVIRONMENT AND EQUIPMENT

Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like. Must be able to operate office equipment including computers, fax, copy machine, cash register, credit card machine, typewriter, calculator, phone system and postage machine. Requires lifting and carrying 22-pound books while climbing up and down stepladder. All requirements are subject to possible modification to reasonably accommodate disabilities or light work returning from surgery.

PHYSICAL AND MENTAL ABILITIES

Ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phones or speaking in person to citizens requiring assistance.

Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking.

ENTRY QUALIFICATIONS

General knowledge of real estate legal descriptions and the ability to work with the public is required. Must have computer and typing skills. Ability to use calculator and the Internet for work related activities.

OTHER TASK ASSIGNMENTS

- Marginal functions of positions that are incidental to performance of fundamental jobs duties have been excluded from our job descriptions.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities or light work returning from surgery.
- Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
- Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

POLICY AND PROCEDURES WORKFORCE CONFIDENTIALITY – This will be given after employment starts.

AS OF JULY 1, 2004, THE JOB DESCRIPTION FOR THE ADMINISTRATIVE DUTIES OF THE E911 CO-COORDINATOR WAS ADDED TO THE PART-TIME ASSISTANT CLERK'S POSITION. COPY ATTACHED

IF PART-TIME IS NOT AVAILABLE THAT PARTICULAR DAY, RECORDER OR DEPUTY STEPS IN TO ASSIST.

JOB DESCRIPTION FOR E911—Revised 10-14-2020

The main purpose for this position is to assist the public in obtaining a 911 address sign. This person will be a co-coordinator along with co-coordinator, from Secondary Roads. The job requires you to work with Lyn Hansen of Hansen's M & M Services.

General step by step procedure for the sign process is:

1. Have customer complete the information form that is needed to apply for the 911 address.
 - a. Make sure it is filled out completely.
2. Collect the fee.
 - a. Copy payment.
 - b. Deposit payment with the Treasurer's Office and gives customer a miscellaneous receipt for payment.
 - c. Notify Secondary Roads of application and payment. Make photo copy of plat book and application.
 - d. Check needs to clear before proceeding with next steps. (5 days)
3. Once payment is cleared.
 - a. Secondary Roads goes to location and gets GPS coordinates.
 - b. Stakes for sign placement and identifies site for one call.
4. Secondary Roads emails GPS coordinates to Hansen Mapping Services.
 1. Hansen Mapping Services emails new address & map of requested address to Secondary Roads and Co-coordinator in the Recorder's Office.
 2. Secondary Roads will then log in with username and password and builds a ticket with ONE CALL with address and coordinates.

Website address is www.iowaonecall.com

- a. Copy of ticket needs to be printed before hitting submit button.
 - b. List of notification of Utilities should also be printed and attached to paperwork.
 - c. View summary ticket and receive confirmation email.
- 5. Co-coordinator notifies customer of new address by phone and letter.
 - a. Co-coordinator instructs them to call the post office and phone company.
 - b. She gives a copy of the address to the other offices (Auditor & Assessor) to add to county records.
 - c. Secondary Roads installs sign where it was marked out earlier.
- 6. Co-coordinator helps Secondary Roads with budget.
 - a. Balances monthly with Auditor's reports.
 - b. Meets with Supervisor's when necessary.
- 7. Updates city maps with new addresses from Lyn Hansen.
 - a. Engineer's Office emails any road or bridge changes to Lyn Hansen. Hansen forwards email to appropriate individuals.
- 8. Orders E911 County Maps for resale.
- 9. Cleans up any unfinished business that was previously left unfinished to complete corrected addresses.