

Code: 7320

Title: CHIEF DEPUTY RECORDER-UNCLASSIFIED

SUMMARY: Assists in the supervision of the activities of the Office of the County Recorder. This is an appointed, unclassified position exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists in the direction of the recording and processing of legal documents, registration of voters, and the maintenance of voter registration records;

Supervises and participates in the recording, indexing, and microfilming of documents, assisting and providing information to the public, registration of voters, preparation of voter rosters and the processing of absentee ballots;

Assists in the preparation and monitoring of the department budget;

Assists in purchasing and personnel activities.

KNOWLEDGE & SKILLS:

Knowledge of:

- office practices and procedures;
- State statutes, rules and orders governing department operations;
- the principles and practices of supervision.

Skill in:

- administrative and supervisory functions.

MINIMUM QUALIFICATIONS:

Five years of general office experience, two of which involved supervisory responsibility or an equivalent combination of training and experience.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.