



Title: County Recorder

FLSA Status: Exempt

Department: Recorder

Updated: 11/2022

General Definition of Work

Performs difficult work planning, organizing and administering official county records; overseeing filing, recording and retention of permanent records in accordance with state statutes. Oversees department operations and policies; hiring, training and managing staff engaged in the recording processes and customer service support for those requesting vital records, and related work as apparent or assigned. Work is performed under the general direction of the public (elected position).

Supervision is exercised over all department personnel.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Manages and supervises the operations and staff of the Recorder's office.
- Develops procedures and methods governing the operations and activities of the department. Organizes and prioritizes workload requirements and provides direction and training.
- Supervises the financial aspects of the department's operations, including the collection and receipting of fees, maintains safe custody of funds. Reviews and processes department invoices for payment and collects payments for services rendered within the department. Prepares monthly reports to County Auditor/Treasurer and State of Minnesota.
- Ensures the maintenance and security of historical records filed and recorded; oversees the recording, indexing, filing, memorializing, transferring, searching and processing of various documents received for recording in the office.
- Determines legality of acceptance of documents conforming to recording standards, title standards and according to interpretation of Minnesota Statutes. Determine if legal opinion or ruling from the County Attorney or Examiner of Titles is needed.
- Ensures proper recording processes and customer service for those requesting vital records.
- Oversees parcel layer of the electronic mapping (GIS software) and communicates any mapping issues with the appropriate County departments and GIS vendor; communicates sensitive land issues to landowners regarding issues found through the GIS mapping process.
- Develops and administers the County Recorder's budget, including forecasting revenues and expenditures, developing performance measures and appear before the County Board to discuss requested funds and/or office policies.
- Determines compliance funds that meet the state guidelines to be shared with other departments. Determines equipment needs for the office.



Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and relevant laws pertaining to the recording and filing of documents in the County Recorder's Office, and Office of the Registrar of Titles according to Torrens law; thorough knowledge of office operations, budgetary requirements, and fiscal responsibilities; thorough knowledge of computer hardware, and specialized county and state software relative to area of responsibility; knowledge of Minnesota Department of Health rules governing Vital Statistics; knowledge of principals, methods, and techniques of legal land descriptions, land measurements, and land records; knowledge of political subdivision and topography of County; knowledge of data privacy requirements and record retention practices; ability to plan, organize, direct, and supervise the work of others; ability to make independent decisions relating to assigned operations in conformance with applicable laws and policies; ability to understand and follow complex written instructions; ability to read, sketch, and interpret legal descriptions of real property and to decipher maps; ability to communicate effectively both orally and in writing; ability to plan, organize, direct and evaluate work of subordinate employees; ability to establish and maintain effective working relationships with governmental officials, employees, and the public.

Minimum Qualifications

Bachelor's degree in a relevant field and extensive experience in Business Management, Legal Assistant / Paralegal, municipal records management with supervisor experience, or a combination of equivalent education and experience.

Special Qualifications

None.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification rarely involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasional
Up to 25	Occasional
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.