

**OFFICE OF THE COOK COUNTY  
RECORDER OF DEEDS**

**Human Resources**

118 N. Clark Street, Room 230  
Chicago, IL 60602  
(312) 603-5095

**STANDARD JOB DESCRIPTION**

**CHIEF DEPUTY RECORDER**

Job Code: 406  
Job Title: Chief Deputy Recorder  
Salary Grade: 24  
Division: Administration

Department Budget No.: 1301154  
Position I.D. No.: 9501858  
Shakman Status: Exempt

**Job Summary**

The Chief Deputy Recorder reports directly to the Recorder and is responsible for the daily management of the Recorder's Office. The Chief has the responsibility for providing direct supervision and oversight of Deputies, Senior Managers, and members of the executive staff. The Chief conducts informational, fact-finding sessions with members of the senior management team to ensure adherence to various Office policies including, but not limited to, past practices, collective bargaining agreements, directives from the Illinois Labor Relations Board, arbitration decisions, and County Board Ordinances. The Chief is obliged to re-examine Office policy, enforce established guidelines, and explore ideas for reorganization.

On occasion, the Chief may attend Cook County Board meetings as well as schedule one-on-one "Talking sessions" with County Commissioners to offer updates on Office initiatives and provide information on new request for hardware/software upgrades. The Chief will assist in the development of Request for Proposals. The Chief will host meetings with vendors and perspective vendors, monitor vendor's delivery timeline, payment schedules and evaluate services. The Chief participates in local union contract negotiations with the Labor Counsel. The Chief serves as management liaison in a dual capacity for labor, community affairs, media, elected officials, and civic organizations. The Chief attends Chief Deputy meetings with other independently elected official's chiefs to establish a collaboration of procedures at the County Board level.

In conjunction with the Recorder, the Chief Deputy Recorder is responsible for attending national, state, zone, and collar counties recorder's conferences. The Chief sponsors government/private industry meetings with title companies to establish lines of communication and feedback on Recorder's operational procedures. The Chief analyzes national recording trends, including fraud, electronic recordings, and notary registry, and advise the Recorder accordingly. The Chief is also expected to resolve customer complaints, employee, vendor, and labor issues, as well as mitigate intra-governmental and inter-governmental issues that arise to the level of executive intervention. The Chief establishes guidelines for access to Recorder's web site and develops operational procedures that govern the e-commerce site. The Chief is also responsible for ensuring the Office receives clean internal and external audits. The Chief is responsible for assisting the preparation of the Office's budget.

The Chief Deputy Recorder is an Exempt Position, and his or her employment will be subject to Political Reasons or Factors. The Chief shall be selected by the Recorder.

### **Essential Job Duties**

- Serve as a policy advisor to the Recorder, offer impact study evaluations on County Board agenda items, procedures, and unfunded mandates.
- Provide direct and indirect oversight of the day-to-day operations of the Recorder's Office, including providing direction to the satellite/courthouse locations.
- Prepare reports, launch first phase of cost-study analysis.
- Identify areas of the operation that could benefit from re-organization, develop training modules, and receive and offer input on a variety of issues.
- Establish policies and procedures that govern the operational activities for the Recorder's Office.
- Ensure adherence to state statutes, Cook County ordinances, applicable collective bargaining agreements, and the Recorder's Employment Plan.
- Monitor adherence to federal labor law, develop meeting agendas and serve as official Office contact person for media/government affairs.
- Assist in the preparation of the Office's budget from year to year.

### **Minimum Qualifications**

- Graduation from an accredited college or university with a Bachelor Degree, preferably in Business Administration, Communication, Public Administration, Human Resources and/or Development, Psychology, or a related field.
- Professional experience in managing a mid-size government agency.
- Prior experience interpreting, drafting, or utilizing State or Federal laws involving the housing sector.
- Prior experience implementing workplace policies.
- A working knowledge of County Board procedures and experience in lobbying governmental entities.

### **Preferred Qualification**

- Master's Degree, preferably in Business Administration, Communication, Public Administration, Human Resources/Development, Psychology, or a related field.

### **Knowledge, Skills, Abilities, and other Characteristics**

- Knowledge of the real estate/mortgage industry, the housing industry, land records management industry, and related economic trends.
- Knowledge of Cook County government programs and services.

- Excellent oral and written communication and interpersonal relationship building skills.
- Demonstrated ability to perform conflict resolution, to establish and maintain professional decorum and to make decisions in a fair and objective manner.
- Ability to supervise and evaluate staff, to delegate assignments and monitor progress, to manage a diverse bargaining unit workforce.
- Ability to effectively communicate with representatives of private industry and with government/elected officials.
- Ability to prepare budget that incorporates housing trends.

**Any offer of employment will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing.**

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**