

# OFFICE OF THE COOK COUNTY RECORDER OF DEEDS

## Chief Deputy Recorder Job Description

Job Code: 0406  
Job Title: Chief Deputy Recorder  
Salary Grade: 24  
Division: Administration

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

### Job Summary

The Chief Deputy Recorder serves as the Recorder's Chief of Staff. The Chief Deputy Recorder reports directly to the Recorder and is responsible for the daily management of the Cook County Recorder of Deeds (CCRD). The Chief Deputy Recorder has the responsibility for providing direct supervision and oversight of Executive staff and all management staff. The Chief Deputy Recorder meets with members of the senior management team to ensure adherence to various CCRD policies including, but not limited to, past practices, collective bargaining agreements, arbitration decisions, and County Board Ordinances. The Chief Deputy Recorder is obliged to re-examine CCRD policy, enforce established guidelines, explore ideas for reorganization and maintain strict confidentiality on behalf of the Recorder.

On occasion, the Chief Deputy Recorder may attend Cook County Board meetings as well as schedule one-on-one meetings with County Commissioners to offer updates on CCRD initiatives as well as budgetary and procurement matters. The Chief Deputy Recorder will assist in the development of Request for Proposals. The Chief Deputy Recorder will host meetings with vendors and prospective vendors and ensure vendor compliance with contracts. The Chief Deputy Recorder participates in local union contract negotiations with the Labor Counsel. The Chief Deputy Recorder serves as management liaison for labor, elected officials, and civic organizations. The Chief Deputy Recorder attends Chief of Staff 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 conferences. The Chief Deputy Recorder hosts government/private industry meetings with title companies to establish lines of communication and feedback on CCRD operational procedures. The Chief Deputy Recorder analyzes national recording trends, including fraud prevention and electronic recordings, and advises the Recorder accordingly. The Chief Deputy Recorder is also expected to resolve customer complaints, employee, vendor, and labor issues, as well as mitigate intra-governmental and inter-governmental issues that rise to the level of executive intervention. The Chief Deputy Recorder oversees the Office's efforts to comply with internal and external audits and responds to audit findings, if any. The Chief Deputy Recorder is responsible for assisting with the preparation and approval of the CCRD annual budget.

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

## Essential Job Duties

- Acts as advisor to the Recorder and Deputies Recorder on all matters related to the CCRD, and ensures all CCRD staff adheres to the Recorder's mission of accuracy, efficiency and advocacy.
- Responsible for enforcing relevant portions of the CCRD Personnel Policy and Procedures Manual (Manual), including the preparation and issuance of Incident Reports, providing Counseling and issuing Disciplinary Action when appropriate.
- Oversees Executive Assistant to the Chief Deputy Recorder, Director of Security, and Executive Staff members' schedules, authorizes time-off requests, and reviews and monitors employees' time usage practices.
- Ensures the Executive Assistant to the Chief Deputy Recorder and Director of Security are trained to perform their essential job duties via the Performance Management Policy and process.
- Serves as a policy advisor to the Recorder and develops CCRD policy in conjunction with the Executive Staff including but not limited to the Recorder and Deputies Recorder.
- Attends regular meetings with the Recorder and all Executive Staff members in order to discuss policy, confidential matters, and any CCRD initiatives.
- Offers verbal evaluations to the Recorder on County Board agenda items, procedures, and unfunded mandates.
- Provides direct and indirect oversight of the day-to-day operations of the CCRD.
- Establishes operations policies and procedures, identifies areas of the operation that could benefit from re-organization, and receives and offers input on a variety of operational issues.
- Ensures adherence to state statutes, Cook County ordinances, applicable Collective Bargaining Agreements, and the CCRD Employment Plan.
- Reviews reports prepared by the Deputy Recorder of Operations that detail recording volume on a weekly, monthly, and annual basis and advise Recorder of same.
- Reviews written or verbal reports generated by Deputies Recorder and advise Recorder of same on any other CCRD matters.
- Meets with various Cook County agencies including but not limited to the Cook County Office of Budget and Management in order advise Recorder of same and finalize annual budget.
- Reviews, oversees, and authorizes annual budget appropriation requests and approves the CCRD annual budget.
- Reviews and approves annual report to Cook County Commissioners and meets with Commissioners individually regarding policy initiatives and lobbying on behalf of the Recorder.
- Represents the Recorder before the community and various interest groups and ensures the Recorder's agenda and mission are consistently and effectively communicated.
- Attends confidential union negotiations or participates in labor/management meetings as needed.
- Assists the Recorder, Deputies Recorder, and Chief Legal Counsel with the legislative policy agenda and any new policy initiatives including analyzing legislative policy, maintaining strict confidentiality on all policy matters, and interfacing with other government agencies on behalf of the Recorder of Deeds.
- Meets with Chief Legal Counsel and Labor Counsel regularly for status reports on all pending litigation against the CCRD and acts as advisor to Recorder regarding settlement proposals.
- Reviews all hiring and payroll to ensure the CCRD is operating within budgeted amounts.
- Oversees all internal and external audit requests.
- Attends Discipline Track meetings with Labor Counsel and other CCRD senior management in order to monitor disciplinary matters, ensure timeliness and consistent practices with regard to Discipline.

- Reviews and approves Standard Operating Procedures for the CCRD.
- Attends conferences on behalf of the Recorder in order to create CCRD policy and/or generate legislative policy initiatives for discussion with the Recorder.
- Attends meetings with various Cook County agencies on behalf of the Recorder's Office.
- Assists the Human Resources Department with conducting interviews by participating in interview panels as needed.
- Attends and participates in CCRD outreach events, as needed.

**This list represents the essential tasks performed by the Position. Employees may be assigned additional Position-related duties by management as required.**

### **Minimum Qualifications**

- Possession of Bachelor's degree from an accredited college or university.
- Seven (7) years of full-time paid professional work experience in a governmental agency at least three (3) years of which was in a supervisory capacity.
- One (1) year of full-time paid work experience implementing workplace policies.
- One (1) year experience lobbying governmental agencies or working in a legislative office.

### **Knowledge, Skills and Abilities**

- Knowledge of the real estate/mortgage industry, the housing industry, land records management industry, and related economic trends.
- Knowledge of Cook County government programs, policies, procedures and legislation that may impact the operation of the Recorder's Office.
- Knowledge of all CCRD technology including computer system, workstations, public terminals, and internet access.
- Knowledge of CCRD's Employment Plan, Manual and the Collective Bargaining Agreement between SEIU LOCAL 73 and the CCRD.
- Knowledge of common real estate and other recording-related documents within the CCRD.
- Knowledge of ancillary CCRD programs and services, such as property fraud alerts and recordation and retrieval of Veteran's discharge documents.
- Excellent oral and written communication skills as well as interpersonal relationship building skills.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Skilled in project management.
- Strong leadership and organizational skills.
- Ability to prepare an annual budget that incorporates housing trends.
- Ability to write reports, business correspondence, and procedures.
- Ability to effectively present information and respond to questions from employees, other County Offices, and the general public.
- 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.
- Ability to establish and maintain effective cooperative working relationships with the community and other governmental agencies.
- Ability to interpret rules, regulations, and policies.
- Ability to exercise good judgment in making decisions and solving problems.

- Ability to establish and maintain confidentiality and trust.
- Ability to meet Office deadlines and effectively utilize time with limited oversight.

**Physical Requirements**

- Long periods of time working on computer requiring vision and typing capabilities.

**COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**