

Cook County Recorder of Deeds

118 N. Clark Street, Room 230
Chicago, IL 60602

Job Code: 401
Job title: Deputy Recorder
Salary Grade: 24
Department: Executive
Dept. Budget No. 130
Position I.D. #: 9501907
Shakman Status: Exempt

Characteristics of the Position

General Overview

The Deputy Recorder reports directly to the Chief Deputy and the Recorder of Deeds. His or her responsibilities include assisting in the development of policies and implementing procedures that establish the Recorder's agenda. He or she assists in the daily monitoring and operations of the Office and provide oversight for designated Departments in the Office. The Deputy Recorder reviews Office policies and recommends amendments to the Personnel Policies and Procedures Manual. He or she analyzes budget accounts, auditor reports, and annual appropriations. He or she attends executive level meetings at both inter- and intra-levels of government. He or she prepares historical analyses of revenue and recording trends. The Deputy Recorder establishes new policies consistent with the Recorder's initiatives and the County Board. He or she lobbies Cook County Board Commissioners and conducts informational meetings with board members and Department Heads. He or she assists in establishing policy positions on proposed legislation. He or she prepares written correspondence that reflects the Recorder's perspective. He or she directly manages the Recorder's supervisory staff. He or she communicates with representatives of the title industry and establishes regular meeting schedules to inform private industry partners of recording and lending trends.

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

Key Responsibilities and Duties

Supervise, direct and regulate the daily activities of the Recorder's Office.

Provide supervision and monitor work flow activities of employees in designated Office Departments including, but not limited to Cashiering, Mail Recording, Title Express and Special Services.

Assist the Human Resources Department with duties assigned, including, but not limited to conducting interviews, monitoring absenteeism rates, assisting in the development of policies that address abuse of sick time, assignment of overtime, and related functions.

Responsible for generating reports and spreadsheets that detail recording volume on a weekly, monthly, annual basis.

Prepare correspondence for distribution to the County Board of Commissioners, interact with

members of County Board, County Department Heads, attend inter-governmental meetings, and prepare written notes for the Chief Deputy Recorder and Recorder's review.

Occasionally, host labor/management meetings with representatives of the collective bargaining unit.

Engage in the interviewing of candidates seeking employment with the Recorder's Office.

Assist in the preparation of the Recorder's annual budget appropriation requests.

Assist in problem-solving issues that affect employees and customers.

Knowledge, Skills, and Abilities

Comprehensive knowledge of policies, procedures and legislation that impact the operation of the Recorder's Office.

Knowledge of spreadsheet applications and other computer software.

Significant knowledge and experience in managing small groups.

Excellent oral and written communication.

Ability to effectively interact with employees, customers, business partners, and the general public.

Demonstrated ability to engage elected officials and address their issues in a timely manner.

Ability to provide adequate supervision of subordinates, to offer guidance and determine when professional guidance is warranted, and to maintain professional decorum during adverse situations.

Ability to assign work, redesign workflow, multi-task and work in a high volume time-sensitive environment.

Minimum Qualifications

B.S. or B.A. Degree from an accredited institution, college, or university, preferably in Business Management, Government Affairs, Public Administration, or a related field; AND

Ten years of significant professional experience in managing a mid-size government office OR equivalent combination of professional work experience, training and or educational background.

The duties listed are not set forth for purpose 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 of an employee's normal line of work.

JC: 0401

Revised: 11.29.12