

Cook County Recorder of Deeds

118 N. Clark Street, Room 230

Chicago, IL 60602

Job Code: 0401

Job Title: Deputy Recorder

Salary Grade: 24

Department: Executive

Dept. Budget No. 527

Position I.D. #: 9501859

Shakman Status: Exempt

Characteristics of the Position

General Overview

Under the direction of the Chief Deputy Recorder and the Recorder, the Deputy Recorder performs and supervises the staff that is responsible for recording, indexing and microfilming official documents. He or she provides administrative assistance to the Chief Deputy Recorder in supervising the daily operation of the Office. He or she has an integral knowledge of many types of legal documents pertaining to real property. The Deputy Recorder oversees a complex computer system which includes workstations, public terminals, internet access, and in-house computer system. He or she knows and understands the laws and regulations pertaining real property transfers in Cook County, and provides technical assistance to all Office personnel. The Deputy Recorder is an Exempt Position, and his or her employment will be subject to Political Reasons or Factors. The Deputy shall be selected by the Recorder.

Key Responsibilities and Duties

Directly supervise approximately 150 employees in the Recorder's Office.

Carry out supervisory responsibilities in accordance with the County's policies, applicable laws, and union requirements.

Plan, assign and direct daily work and address complaints and resolve problems, as well as special projects as assigned.

Work with Department Heads and supervisors to insure appropriate staffing levels so that documents are processed accurately, timely and securely.

Direct the staff in recording of real estate transactions for Cook County including the review of documents for adherence to statute requirements; collect and record required fees and ensure accurate indexing and filing of all real estate and non real estate documents.

Oversee the administration of electronic recordings.

Oversee the Satellite Office Director to guarantee the smooth operation of all Recorder Satellite Offices.

Works closely with the Office's Technical Service Department and any related entities in an advisory capacity.

Knowledge, Skills, and Abilities

Knowledge and experience with land record documents and legal documents.

Familiarity with the in-house computer system, including workstations, public terminals, internet access and general computer literacy and familiarity with Microsoft Office.

Ability to read, analyze and interpret legal documents, state statutes, legislation, professional correspondence, technical procedures, and government regulations.

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.

Minimum Qualifications

The Deputy Recorder must meet one of the following Minimum Qualifications:

1) 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 relevant professional experience at least three years of which is in managing a mid-size government office.

OR

2) Fifteen years of significant relevant professional experience at least five years of which is in managing a mid-size government office.

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.