

OFFICE OF THE COOK COUNTY CLERK

STANDARD JOB DESCRIPTION

Deputy Clerk of Recording Operations



Job Code: 9051

Job Title: Deputy Clerk of Recording Operations

Salary Grade: 24

Position I.D. No.: 0090093

Status: Shakman Exempt

Division: Recording Ops

Job Summary

The Deputy Clerk of Recording Operations reports directly to the Chief Deputy Clerk with general responsibility for advising the Chief Deputy Clerk and the Clerk on matters related to operational issues that may impact the Clerk's Office recording functions and responsibilities. The Deputy Clerk of Recording Operations administrates and manages the accurate, timely and secure recordation, indexing and microfilm storage of official recording documentation under the mission and policies of the Clerk. The Deputy Clerk of Recording Operations provides regular reports to the Chief Deputy Clerk or the Clerk on all matters related to recording operations. The Deputy Clerk of Recording Operations is responsible for project assignments given to him or her by the Clerk or the Chief Deputy Clerk. The Deputy Clerk of Recording Operations consults with the Clerk and senior staff, in developing and implementing long and short-term plans designed to ensure continued improvement and effectiveness of the Clerk's recording operations. In coordination with the Director of Recording Operations, the Deputy Clerk of Recording Operations stays current on government recording trends/issues and reports to and advises the Clerk of the same. The Deputy Clerk of Recording Operations directly supervises the Director of Recording Operations and oversees the Recording Operations Division within the Cook County Clerk's Office.

This position will have access to confidential and sensitive information as a part of crisis/issue management and will participate in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

Essential Job Duties

- Acts as an advisor to the Clerk and Chief Deputy Clerk within CCCO on all matters related to recording operations and ensures that the Recording Operations Division implements the Clerk's mission of accuracy, efficiency and advocacy.
- Attends regular meetings with the Clerk, Chief Deputy Clerk, and all Executive Staff members in order to discuss policy, confidential matters, and any CCCO initiatives.
- Plans, assigns, directs and monitors daily work of Recording Operations Division, which includes the Satellite Offices, including identification and reduction of back logs.
- Directly supervises the Director of Recording Operations and oversees Manager and Assistant Managers in the Recording Operations Division to ensure appropriate staffing levels to ensure documents are processed accurately, timely and securely.
- Conducts duties of the Director of Recording Operations in their absence.
- Provides direction to CCCO staff in recording of real estate transactions for Cook County including the review of documents for adherence to statutory requirements, collection and

recording of required fees, and ensuring accurate indexing and filing of all real estate and non-real estate documents.

- Coordinate with the Director of Recording Operations to oversee the administration of e-recordings and responds to inquiries related to e-recording.
- Monitors and addresses customer complaints, including delays or document rejections, and resolves any associated operational problems.
- Coordinate with the Director of Recording Operations to ensure all CCCO Cashier “rejections” for policy issues on behalf of the Clerk’s Office and makes recommendations to the Clerk regarding the same.
- Coordinate with the Director of Recording Operations to monitors updates to technology to ensure that the technology meets operational CCCO requirements and work flows to maintain consistent function in the Operations Division.
- Prepares weekly operations productivity reports for the Clerk and Chief Deputy Clerk.
- Prepares reports upon request by any member of the Clerk’s Executive Staff.
- Oversees Recording Operations Division Director’s schedule, authorizes time-off requests, and reviews and monitors Director’s time usage practices.
- Makes determinations regarding assignment of overtime for Operations Division.
- Reviews and approves Standard Operating Procedures for the Operations Division.
- Coordinates special research projects concerning Operations Division matters as assigned by the Clerk or Chief Deputy Clerk.
- Attends conferences and meetings with various Cook County agencies on behalf of the CCCO.
- Makes budgetary recommendations to the Clerk, Chief Deputy Clerk, and Deputy Clerk of Finance, including operational staffing or equipment that may have a budgetary impact.
- Responsible for enforcing relevant portions of the CCCO Policy Manual including Time & Attendance and Disciplinary Action when appropriate.
- Assists the Human Resources Department with conducting interviews by participating in interview panels as needed.
- Attends and participates in CCCO outreach events, as needed.

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

Minimum Qualifications

Seven (7) years of full-time paid work experience with one or more of the following real-estate related documents: mortgages, warranty deeds, liens, judgment, orders, affidavits and decrees.

AND

- Possession of Bachelor’s degree from an accredited college or university AND seven (7) years of full-time paid work experience at a governmental agency in a supervisory capacity. **OR**
- Possession of a High School Diploma or G.E.D. AND Ten (10) years full-time paid work experience at a governmental agency at least five (5) of which was in a supervisory capacity.

Preferred Qualifications

- Master's degree from an accredited college or university.

Knowledge, Skills and Abilities

- Integral knowledge and experience with many types of legal documents pertaining to the recordation of real property.
- Knowledge and understanding of the laws and regulations pertaining to real property transfers in Cook County.
- Knowledge of all CCCO technology including computer system, workstations, public terminals, and internet access.
- Knowledge of GRM 20/20 Recording Platforms, GRM 20/20 Indexing Platforms, MyDec Transfer Declaration system, and e-recording.
- Knowledge of common real estate and other recording-related documents within the CCCO.
- Knowledge of ancillary CCCO programs and services, such as property fraud alerts and recordation and retrieval of Veteran's discharge documents.
- Knowledge of Cook County government programs and services and the real estate/mortgage industry.
- Excellent oral and written communication skills as well as interpersonal relationship building skills.
- Strong leadership and organizational skills.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Skilled in project management
- Basic computer skills.
- Ability to provide technical assistance to all Office personnel.
- 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.
- 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 Requirement

- Standing and walking for moderate periods of time
- Ability to sit for at least two (2) hours at a time
- May have to lift 10 lbs.
- Long periods of time working on a computer requiring vision and typing capabilities.