



CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

SHARON R. BOCK

Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: OFFICIAL RECORDS SPECIALIST III

GENERAL DESCRIPTION OF DUTIES

Under close supervision, the purpose of this position is to perform moderately complex to advanced clerical work in support of Clerk & Comptroller operations functions. Employees in this classification demonstrated proficiency by successfully performing at the Official Records Specialist II level, or possessing equivalent work experience, with thorough knowledge Clerk & Comptroller's office policies, standards and procedures with respect to the assigned work area, and considerable knowledge of the legal guidelines, constraints, and ramifications governing the work area.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Adds and updates grantor/grantee information into the official records system

Issues certified copies; processes Clerk's certificates of various types

Balances cashier receipts against transactions entered into applicable systems (e.g., CMS, Official Records and MyFlorida); works with cashier and management team to investigate discrepancies; reconciles total receipts in all applicable systems at the department level; prepares daily bank deposits; prepares reconciliation summary reports and record-keeping packages for department and Clerk's Accounting; facilitates insufficient funds processing

Performs clerical work in the collections and accounting of unpaid financial obligations and delinquent accounts

Assists customers in person and by phone

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

OFFICIAL RECORDS SPECIALIST III

Successfully completes fitness for duty testing conducted for all employees that are considered mandatory-testing

FUNCTIONS SPECIFIC TO RECORDING AREA

Employees assigned to the Recording area perform the essential functions as outlined above, as well as:

Accepts documents for recording; identifies document type; verifies statutory requirements; calculates and cashiers related taxes and fees

Indexes documents accepted for recording; performs indexing of the grantor/grantee

Processes documents submitted for eRecording; identifies and enters all party names and legal description information; links referenced documents; groups related party names and legal descriptions in document

Screens documents to facilitate redaction of qualifying information

Serves as subject matter expert; performs cashier balancing duties or administrative duties delegated by the department management

FUNCTIONS SPECIFIC TO RECORDS SERVICE CENTER AREA

Employees assigned to the Records Service Center area perform the essential functions as outlined above, as well as:

Searches official records, land records, and court records; prepares clerk affidavits to confirm search results

Provides tutorials for customers conducting records searches

Scans new and revised plats into the Official Records system; facilitates scanning of court records not yet imaged

Fulfills internal and external copy requests from the official records and case maintenance systems; certifies and/or exemplifies copies as requested; cashiers related fees

Serves as subject matter expert; performs cashier balancing duties or administrative duties delegated by department management

May perform work in other functional areas where cross-trained

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs work in other functional areas where cross-trained

May be required to work overtime and/or alternate schedule as needed

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

