



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

**CLERK & COMPTROLLER, PALM BEACH COUNTY  
CLASS DESCRIPTION**

**CLASSIFICATION TITLE: OFFICIAL RECORDS SPECIALIST II**

**GENERAL DESCRIPTION OF DUTIES**

Under close supervision, the purpose of this position is to perform routine clerical work in support of Clerk & Comptroller Official Records functions. Employees in this classification have demonstrated proficiency by successfully performing at the Official Records Specialist I level, or possess equivalent work experience, with knowledge of 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.

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

Issues certified copies; cashiers related fees

**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; issues certified copies

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

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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

Performs specialized recording tasks including the processing of Confidentiality Requests, Sealing and Expunging Official Records, Declaration of Domicile, Domestic Partnership, and Transfer of Lien to Bond

### **FUNCTIONS SPECIFIC TO RECORDS SERVICE CENTER AREA**

Employees assigned to the Records Service Center and Micrographics 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 of the official records and case maintenance systems

Creates digital images of paper documents through the use of technical equipment and systems; provides copies on CD upon customer request

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

Fulfills internal and external copy requests; certifies and/or exemplifies copies as requested; cashiers related fees

Verifies the legibility of documents scanned into the Official Records

Verifies redactions and web confidentiality of documents recorded in the Official Records per Florida Statute; reviews documents for appropriate redactions prior to providing requested copies

### **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.

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

Performs work in other functional areas where cross-trained

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

Performs notary duties in accordance with state guidelines, if applicable

Performs related duties as directed

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma (or GED), supplemented by three (3) years of general work experience that demonstrates the ability to accurately apply acute attention to detail in maintenance of detailed data, preferably in an automated

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systems environment; or an equivalent combination of education, training and experience. Once qualified, deputization may be required to perform the assigned functions.

**ADA COMPLIANCE**

**Physical Ability:** Tasks may involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, standing for long periods of time, and crouching, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to approximately 75 pounds).

**Sensory Requirements:** Tasks require visual perception and differentiation. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation.  Yes  No

I would like to request a reasonable accommodation.  Yes  No

*\*If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

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Employee Signature Date

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Printed Name Department