

OFFICE OF THE COOK COUNTY CLERK

STANDARD JOB DESCRIPTION

Director of Recording Operations

Job Code: TBD

Job Title: Director of Recording Operations

Salary Grade: 22

Position I.D. No.: TBD

Status: Shakman Exempt

Division: Recording Ops

Job Summary

The Director of Recording Operations reports directly to the Deputy Clerk of Recording Operations. In coordination with the Deputy Clerk of Recording, the Director of Recording Operations is responsible for the day to day operations and supervision of the Recording Operations Division staff that is responsible for the accurate, timely and secure recordation, indexing and microfilm storage of official recording documentation within the Cook County Clerk’s Office. In coordination with the Deputy Clerk of Recording Operations, the Director of Recording Operations stays current on government recording trends/issues and reports to and advises the Clerk of the same. The Director of Recording Operations provides significant input on the development, drafting, and revision of the Standard Operating Procedures for the Recording Operations Division. The Director of Recording Operations provides reports to the Deputy Clerk of Recording Operations on all matters related to recording operations. The Director of Recording Operations is responsible for project assignments given to him or her by the Deputy Clerk of Recording Operations. The Director of Recording Operations is also responsible for planning, assigning, directing work, performing management activities, addressing and resolving employee questions and complaints, and maintaining good customer service. The Director of Recording Operations will exercise discretion and operate with autonomy to adjust operations based on their independent analysis of competing operational and public interests, including but not limited to public need, operating hours, available staffing and overtime requests.

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

- 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 recordation of required fees, and ensuring accurate indexing and filing of all real estate and non-real estate documents.
- Interpret and implement recording directives established by the Clerk in consultation with the Chief Deputy Clerk and Deputy Clerk of Recording Operations.
- Reviews, revises, and approves Standard Operating Procedures for the Recording Operations Division.
- Stays current on government recording trends and issues and confers with the Clerk and Deputy Clerk of Recording Operations to evaluate any necessary changes to Standard Operating Procedures.
- Attends conferences and meetings with various Cook County agencies on behalf of the

Clerk.

- Monitors the daily functions of the Recording Operations Division and staff responsible for reviewing, processing and recording documents within the CCCO.
- Oversees Recording Operations Division management staff's schedules, authorizes time-off requests, and reviews and monitors their time usage practices.
- Coordinate with the Deputy Clerk of Recording Operations to make determinations regarding assignment of overtime for Recording Operations Division.
- Responsible for enforcing office relevant portions of the CCCO Policy Manual for the Recording Operations Division.
- Ensures the complete, accurate and permanent record of every document pertaining to the conveyance and encumbrance of land within the county.
- Ensures the maintenance of permanent land records, retains them in archival form, and makes them constantly accessible to the public.
- In coordination with the Deputy Clerk of Recording, develop policies, procedures, and operations to ensure that every document received is accurately filed, recorded and indexed.
- Ensures the collection of fees for documents in the county's general fund and proper remittance of such fees to the Chief Financial Officer.
- Maintains an accurate record of all monies appropriated to the Clerk's office for its operation.
- Reviews all CCCO Cashier "rejections" for policy issues on behalf of the Clerk's Office and makes recommendations to the Clerk or her designee regarding the same.
- Files annually an ethics report, inventory of office equipment, affirmative action report, depository agreements for funds and every other report as required by law or as requested by the Clerk or her designee.
- Ensures the notification by board of county commissioners and township trustees annually of their duty to file zoning resolutions, maps and amendments.
- In coordination with the Chief Deputy Clerk, monitor updates to technology to ensure that the technology meets operational CCCO requirements and workflows to maintain consistent function in the Operations Division.
- Prepares productivity reports upon request by any member of the Clerk's Executive Staff.
- Coordinates special research projects concerning Operations Division matters as assigned by the Clerk, the Deputy Clerk of Recording Operations, or their designees.
- Makes recommendations to the Clerk, Chief Deputy Clerk, and Deputy Clerk of Finance regarding operational staffing or equipment that may have a budgetary impact.
- Assists the Human Resources Department with conducting interviews by participating in interview panels as needed.
- Attends and participates in CCCO outreach events on behalf of the CCCO office, as needed.
- Step in for Managers, Recorders, Cashiers, or any other Recording Operation Staff as needed to ensure excellent customer services and responsiveness to the public.
- Provide training and ongoing answers to all recording operations employees related to the performance of their positions.

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

Minimum Qualifications

- Five (5) years of full-time experience working with common real-estate related documents
- Possession of Bachelor's degree from an accredited college or university AND five (5) years of full-time work experience at a governmental agency at least two (2) of which was in a supervisory capacity.

OR

- Five (5) years of full-time experience working with common real-estate related documents
- Possession of a High School Diploma or G.E.D. AND five (5) years full-time work experience at a governmental agency at least five (5) of which was in a supervisory capacity.

Knowledge, Skills and Abilities

- Knowledge and experience with land record documents, legal documents, and knows and understands the laws and regulations pertaining to real property transfers in Cook County. Knowledge of common real estate and other recording-related documents within the CCCO.
- Knowledge of all CCCO technology including computer systems, workstations, public terminals, and internet access.
- Knowledge of GRM 20/20 Recording Platforms, GRM 20/20 Indexing Platforms, and MyDec Transfer Declaration system.
- 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 computer requiring vision and typing capabilities.

