



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** January 7, 2016

**Staff Contact:** Sue Merriwether, Clerk-Recorder  
smerriwether@carson.org

**Agenda Title:** For possible action: To approve the reclassification of the Marriage Deputy Clerk from an Office Specialist to a Recordation Technician

**Staff Summary:** This action is to change the Office Specialist job classification of the Marriage Deputy Clerk to a Recordation Technician. The reclassification will encompass all crucial job duties required of this position which are not included within the Office Specialist classification. The Recorder's office and the Marriage Clerk's office perform the same essential job duties. It is the request of the Clerk-Recorder to have the Recorder and Clerk departments classified consistently.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 Minutes

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## **Proposed Motion**

I move to approve the reclassification of the Marriage Deputy Clerk from an Office Specialist to a Recordation Technician.

## **Board's Strategic Goal**

N/A

## **Previous Action**

## **Background/Issues & Analysis**

## **Applicable Statute, Code, Policy, Rule or Regulation**

NRS 246.030, 247.040

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: 101-0212-413

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: The current employee salary would not affect the budget until November 2016, if the employee receives an 4.5% merit increase (above standard) for her annual review. The additional increase in the budget would be \$.14 an hour. See attached salary chart for salary comparison.

**Alternatives**

By not reclassifying this position the Clerk-Recorder will not have the opportunity to hire qualified applicants for any vacancies that may occur. The applicants will apply based on the description posted for the position which does not include the crucial requirements of the position. This will cause a decrease in efficiency within the work environment and frustration to the public who expect a certain level of knowledge when making inquiries to the office.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Office Specialist	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Various	<b>GRADE:</b>	A2
<b>REPORTS TO:</b>		<b>DATE:</b>	July 1, 2015

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### **SUMMARY OF JOB PURPOSE:**

Under general supervision, provides technical, complex or specialized office support to various City departments.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Performs complex technical and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills and a knowledge of detailed or specialized activities related to the department to which assigned.
- Uses a computer to develop and manage databases and/or spreadsheet files and to develop special report formats.
- Reviews and reconciles varied reports and journals and budget, payroll or related financial or business data.
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required; may generate general ledger entries.
- Determines the amount of bails, fines, fees and other monies due to the City, applying rules and regulations; ensures that receipts are balanced on a regular basis.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic or statistical calculations.
- Conducts specific projects related to the department or office to which assigned; may obtain and/or provide information from other organizations, summarize such information and prepare recommendations.
- Provides information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Arranges meetings by notifying attendees, reserving rooms and making lodging and/or meal arrangements.
- Organizes, maintains and purges various departmental files.
- Prepares and types correspondence, reports, forms, contracts and specialized documents from drafts, notes, dictated tapes, or brief instructions; may provide secretarial support on a relief basis.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- May train others in work procedures or direct the work of others on a project or relief basis.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**ESSENTIAL FUNCTIONS:**

- Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required; operates standard office equipment.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; provides information which requires the use of judgment and interpretation of policies, rules and procedures.
- May perform technical support work related to the department to which assigned.
- Maintains accurate records and files; assists in the maintenance of official City records; compiles information and prepares special and periodic reports related to the work performed.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Equivalent to a High School Diploma or GED; AND two (2) years of clerical experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

**Required Knowledge and Skills****Knowledge of:**

- Policies and procedures of the department to which assigned.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Financial record keeping and bookkeeping practices and techniques.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic; applicable regulations, policies and statutes.
- Office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**QUALIFICATIONS:****Skill in:**

- Performing technical, specialized, complex, difficult or technical office support work.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports
- Reading, interpreting and explaining rules, policies and procedures.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with commissioners, city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

**SUPERVISION RECEIVED AND EXERCISED:**

*Under General Supervision* - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- None

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

**CONDITIONS OF EMPLOYMENT:**

1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period. Probationary periods may be extended three (3) months by mutual agreement.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$54.25 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).
7. Carson City is an Equal Opportunity Employer.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

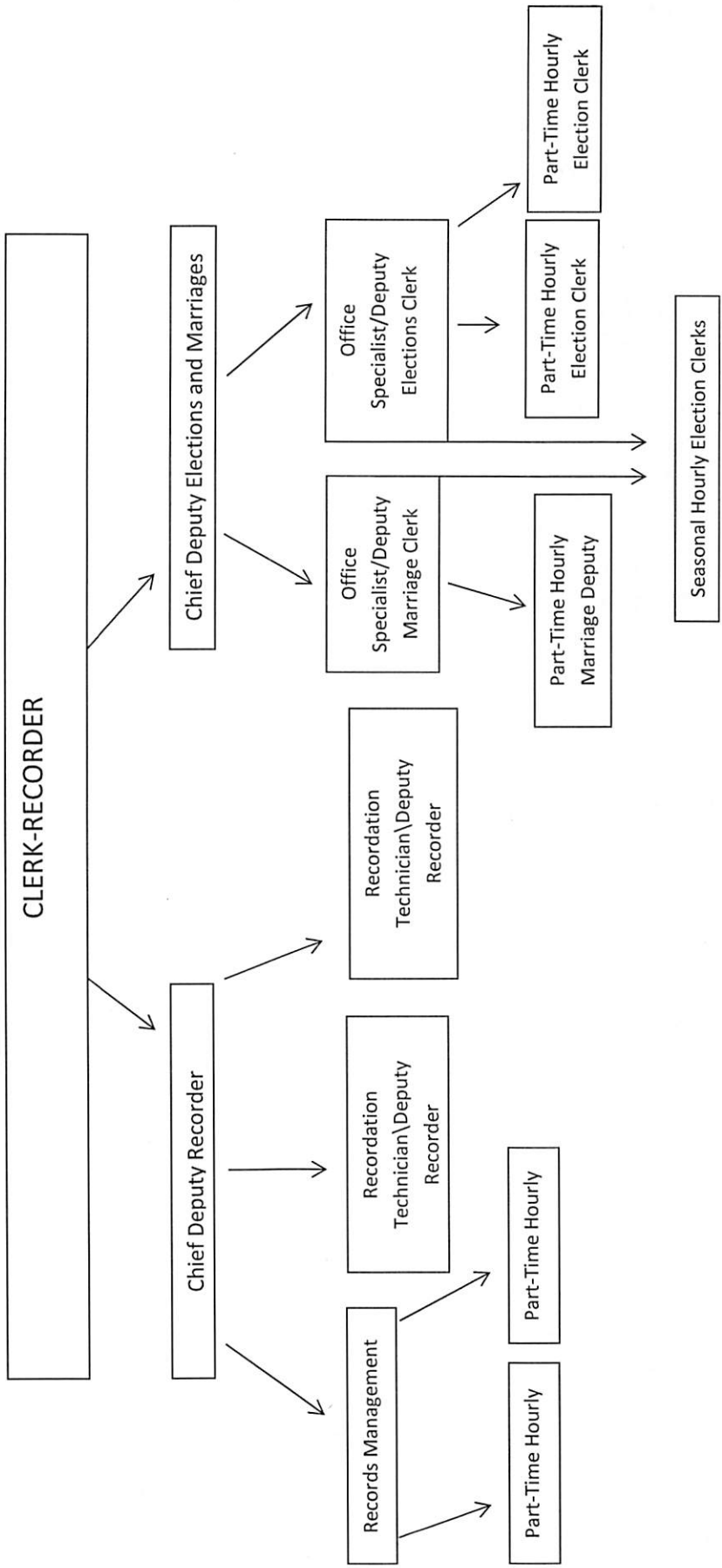
**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**ORGANIZATIONAL CHART**  
**CLERK-RECORDERS DEPARTMENT**





## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Recordation Technician	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Clerk/Recorder	<b>GRADE:</b>	A4
<b>REPORTS TO:</b>	Chief Deputy Recorder	<b>DATE:</b>	July 1, 2015

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### **SUMMARY OF JOB PURPOSE:**

Under general supervision, reviews legal and other documents, including maps, to be recorded. Provides technical and specialized office support to the public and City departments. Preserves, maintains and protects integrity of all recorded documents.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Performs specialized office support work in accordance with State regulations and office policies and procedures.
- Provides information and assistance to the public and City staff; acts as receptionist and receives/screens visitors and telephone calls.
- Examines various legal documents for sufficiency, completeness and adherence to laws, codes and recording requirements.
- Enters information into an automated system for permanent indexing.
- Records such elements as date, fees, transfer taxes, document numbers, names and addresses; indexes for retrieval as appropriate.
- Validates documentation by comparison to original source documents; validate indexing and document code accuracy; amends and updates databases as required.
- Explains recording requirements to the public, including providing information regarding transfer taxes, fees and required supplemental documents.
- Reviews computer printouts for accuracy and required corrections.
- Reconciles and maintains records of fees and other monies received; updates and reconciles ledgers for auditing, posting data and generating billing notices.
- Provides input into and compiles a variety of logs and records.
- Organizes own work, sets priorities and ensures that critical deadlines are met.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Performs a variety of general office support work such as filing, answering telephone inquiries, typing correspondence, opening, handling, and distributing mail; and reproducing copies of various documents.
- Maintains accurate records and files; assists in the maintenance of official City records; compiles information and prepares special and periodic reports related to the work performed; updates and manages database; develops report formats.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

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**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and Experience:**

Equivalent to a High School Diploma or GED AND two (2) years of related administrative experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

**Required Knowledge and Skills****Knowledge of:**

- Computer applications related to the work.
- Business arithmetic.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Codes, policies and procedures regarding the recordation of legal documents.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**Skill in:**

- Making accurate arithmetic calculations.
- Reviewing detailed documents for completeness, accuracy and compliance with regulations.
- Interpreting, applying and explaining applicable codes and regulations.
- Reading, interpreting and explaining rules, policies and procedures.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities; typing skills.

**SUPERVISION RECEIVED AND EXERCISED:**

**Under General Supervision** - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- None

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling between offices.

**CONDITIONS OF EMPLOYMENT:**

1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason. Probationary periods may be extended three (3) months by mutual agreement.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$54.25 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).
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<b>Elections Clerk (EE/ER paid)</b>			
<b>Current hourly salary</b>	<b>* 2015/16</b>	<b>*2016/17</b>	<b>*2017/18</b>
Office Specialist \$22.63	\$23.65	\$24.71	25.83 (\$.65 over)

<b>Marriage Clerk (Employer paid)</b>			
<b>Current hourly salary</b>	<b>* 2015/16</b>	<b>*2016/17</b>	<b>*2017/18</b>
Office Specialist \$21.01	\$21.01	\$21.96 (\$.14 over)	\$22.95 (\$1.13 over)

**Class comparison**

<b>EE/ER Paid Elections Clerk</b>			
Office Specialist A2	\$34,922. (\$16.79 hr)	to	\$52,384. (\$25.18 hr)
Recordation Tech A4	\$42,283. (\$20.33 hr)	to	\$63,425. (\$30.49 hr)

<b>Employer Paid Marriage Clerk</b>			
Office Specialist A2	\$30,243 (\$14.54hr)	to	\$45,386 (\$21.82 hr)
Recordation Tech A4	\$36,629 (\$17.61 hr)	to	\$54,933 (26.41 hr)

\*Merit increases based on Above Standard Review of 4.5%