

**SNOHOMISH COUNTY  
JOB DESCRIPTION**

**LEGAL DOCUMENT RECORDING EXAMINER II**

Spec No. 5038

**BASIC FUNCTION**

The primary duties of this class are to: 1) examine all legal documents and maps presented for recording for required data as per RCW 65.04 (new examination and rejection requirements commencing in 2005, RCW 65.04.080); 2) post legal documents examined and accepted into the Auditor's Recording System; 3) assist the Lead in training Examiner I employees, and in providing all levels of lead support, 4) serve as Lead when necessary, 5) prepare the Division's main deposit transmittal, and, 6) provide support services which include legal document research, collection and disclosure to the public.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Examines documents for legally required data and formatting and elimination of personal data prior to acceptance for Recording. Then receive, price and process legal documents for recording; and process accounts receivable transactions.
2. Examine and record surveys, plats and shorts plats for compliance with state and county recording and survey laws, regulations and ordinances. Instruct public about proper preparation of these legal documents, so as to be acceptable for placement on the public record through specialized recording system.
3. Review and interpret recorded legal documents to create and maintain database for public record index in compliance with state laws and department procedures.
4. Verify and update index entries to ensure accuracy in databases.
5. Assist the public in conducting complex legal document searches of recorded and filed documents using a myriad of computer and film search tools. Collect fees, prepare certified search results, and maintain audit trail of written search requests.
6. Prepare certified legal documents and maps, tender fees, and transmit map and legal document copy results to state and county departments, title companies and other agencies.
7. Maintain accounting for all legal tender collected.
8. Provide technical information about legal document recording to title companies, law firms, financial institutions, other government agencies and the general public in person, by phone or in writing; must provide professional written responses to public regarding authorized RCW requirements for rejecting examined

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STATEMENT OF ESSENTIAL JOB DUTIES (cont'd)

recordings; must direct the public to other departments and agencies for further research assistance.

9. Set up and maintain files and record keeping systems, to maintain complex databases, and to review files for accuracy sufficient to prepare permanent records groups for archival preservation.
10. Consistently provide technical support to public reviewing documents, and to public presenting appropriate documents for recording.
11. Performs duties of Recording Lead in their absence; provides back up and peak load coverage for work of co-workers.
12. Assists Lead or Supervisor in training and/or checking work of Examiner I employees.
13. Assists in updating procedures as necessary.
14. Serve on a variety of teams, committees and task forces as needed.

MINIMUM QUALIFICATIONS

Two years experience as a Legal Document Recording Examiner I; PLUS completion of Recording Division Training Program tests with demonstrated full proficiency in all areas of Recording, which includes written and job application performance tests. OR equivalent combination of skills and abilities gained from prior work related experiences; PLUS completion of Recording Division Training Program tests with demonstrated full proficiency in all areas of Recording, which includes written and job application performance tests. Must have maintained proficiency standards for six months in database abilities, prior to testing for Examiner II position.

KNOWLEDGE AND ABILITIES

Knowledge of:

- legal document and recording related county codes, state laws and administrative codes;
- Assessor's tax parcel numbering and/or property information system;
- County departmental structures, including records management warehousing;
- cash receipt methods and techniques;

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- legal descriptions
- basic bookkeeping and arithmetic;
- operation of PC programs;

Knowledge of (cont'd)

- public records research techniques and procedures;
- databases;
- training methods, practices and techniques;

Ability to:

- establish and maintain effective work relationships with supervisors, peers and subordinates
- learn and retain complex document examination and rejection procedures;
- provide skilled research answers to public document research questions;
- maintain pre-set minimum indexing and accuracy standards;
- follow oral and written instructions;
- communicate effectively orally and in writing;
- perform accurate arithmetic calculations;
- make change quickly and accurately;
- work under pressure;
- work with minimum supervision;
- deal with the public in a tactful and courteous manner;
- accurately utilize standard and specialized office equipment;
- operate computers to utilize and maintain public databases including entering data, performing data verification and making corrections to data.
- update and write new procedures when necessary;
- operate in a lead capacity when needed;
- train and provide support to subordinates (when acting in a lead capacity);

**SUPERVISION**

The employee in this class receives administrative direction from the Lead or Recording Supervisor. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work is spot checked to ensure conformance with policies and procedures.

**WORKING CONDITIONS**

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The work is performed in all areas of the Recording Division, in any of the areas that are in two different county buildings in close proximity.

**PHYSICAL EFFORT**

The employee must be able to both perform physical tasks including lifting boxes of records, oversized archival books, and supplies weighing up to fifty (50) pounds, and to sit for long periods of time. There is also considerable arm/hand movement required for database maintenance work.

**WORKING CONDITIONS**

Work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1987

Revised: February 1989; March 2000, June 2006

Revised and Retitled: September 2007 as Legal Document Recording Examiner II

Revised: February 2008

EEO Category: 6 – Administrative Support

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous