

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving new class specifications for Assessment-Recording Clerk I/II and Assessment-Recording Clerk III, attached, at salary ranges of 70, for the I level, 87 for the II level, and 97 for the III level; eliminating class specifications for the positions of Assessment Clerk, Recording Clerk I/II and Recording Technician; and reclassifying incumbent employees into the new class series, effective December 13, 1994, as follows:

<u>Employee Name</u>	<u>Old Classification-Range/Step</u>	<u>New Classification-Range/Step</u>
VACANT	Assessment Clerk - 81/5	Assessment-Recording Clerk I - 70/1
Sharilyn Allen	Assessment Clerk - 81/5	Assessment-Recording Clerk II - 87/5
Shannon DeLouiz	Assessment Clerk - 81/3	Assessment-Recording Clerk II - 87/3
Barbara Wilson	Recording Clerk II - 85/1	Assessment-Recording Clerk II - 87/1
Linda Jacobs	Recording Technician - 101/5	Assessment-Recording Clerk II - 87/5

In addition, this resolution would freeze the salary of the incumbent Recording Technician at its current level until such time as the top of the proposed Assessment-Recording Clerk II range is equivalent.

Further, this resolution would authorize the Assessor to fill one vacant Assessment Clerk position at the Assessment-Recording Clerk I level.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Effective January 1, 1994, the Board transferred the recording function from the Auditor's Office to the Assessor's Office. In consolidating the recording and assessor functions, the Board was aware that some organizational changes would have to be considered. The action requested above reflects this consolidation with a view to best serving the public interests at minimum cost to the County by permitting cross-training of staff for both the recording and assessment functions as well as allowing the department head to fill the vacant Assessment Clerk position with an entry-level staff member at substantial cost savings in the current year's budget.

It is necessary to freeze the current Recording Technician's salary in order to bring that salary range in line with the proposed new series and to equalize that series with ranges for other clerical series in Mariposa County such as Account Clerk or Office Assistant which provide for increased experience but do not require supervision.

The hiring freeze imposed during budget deliberations required that any vacant positions be approved by the Board. This resolution would permit filling a vacated Assessment Clerk position (old salary range 81) at the new proposed range for an entry-level Assessment-Recording Clerk I of 70.

Budgeted costs, including benefits, for the current fiscal year total \$137,723 (adjusted for the 1.5% general employee increase effective July 1, 1994) for the five clerical staff positions in the assessment and recording functions. This includes the presently vacant position. The anticipated FY costs, as adjusted for the 1.5%, including benefits, and including the appointment of an Assessment-Recording Clerk I to fill the vacant Assessment Clerk position represent a total of \$134,285. This new total includes the additional \$1,504 in direct salary costs for the requested range adjustment required to reclassify the current employees to the new proposed range for the Assessment-Recording Clerk II as well as the cost of appointing one entry-level Assessment-Recording Clerk I for the balance of this fiscal year. This still reflects a one-time overall savings of \$3,447 and a one-time savings in this year's budget of \$7,289.

If the Board approves the department's request to fill the vacant Assessment Clerk position with an entry-level Assessment-Recording Clerk I, a one-time direct salary savings for that position of \$2,679 over the budgeted costs for the current fiscal year would still be realized.

Using the costing methodology used for typical reclassifications (fifth step in each range plus 35% benefits), approval of this request will result in an increased cost of \$486 on an annual basis. When one of the employees is promoted to the III level, the increased cost on an annual basis will be an additional \$1,475.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Make any changes or modifications to the proposed class specifications and salary ranges as deemed necessary.
2. Do not approve this resolution and continue to maintain the assessment and recording functions on an independent level.
3. Do not approve filling the vacated Assessment Clerk position at this time. This could reduce the level of service to the public in both the assessment and recording functions.

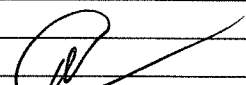
COSTS: () Not Applicable
 A. Budgeted current FY \$ 137,723
 B. Total anticipated costs \$ 134,285
 C. Required additional funding \$ -0-
 D. Internal transfers \$ -0-

SOURCE: () 4/5ths Vote Required
 A. Unanticipated revenues \$
 B. Reserve for contingencies \$
 C. Source description: salary savings
 Balance in Reserve for Contingencies, if approved: \$

SPECIAL INSTRUCTIONS:
 List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
 Res. No.: 94-530
 Vote - Ayes: _____
 Absent: _____
 () Approved
 (X) Minute Order Attached
 Ord. No. _____
 Noes: _____
 Abstained: _____
 () Denied
 () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
 Date: _____
 ATTEST: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
 This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action
 Comment: _____
 A.O. Initials: 

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFFREY G. GREEN, County Counsel
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Class Specifications for Assessment-Recording
Clerk I/II and III
Resolution Number 94-530

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on December 13, 1994

ACTION AND VOTE:

9:41 a.m. Resolution Approving New Class Specifications for Assessment-Recording Clerk I/II and Assessment-Recording Clerk III, at Salary Ranges of 70 for the I Level, 87 for the II Level, and 97 for the III Level, Eliminating Class Specifications for Assessment Clerk, Recording Clerk I/II and Recording Technician, and Reclassifying Incumbent Employees into the New Class Series (County Counsel)
BOARD ACTION: County Counsel advised that the Employees' Association and Recording Technician have agreed with the changes with the understanding that supervision of the recording function does not continue with this position. (M)Balmain, (S)Baggett (who passed the gavel), Res. 94-530 adopted approving recommended changes. Following further discussion, motion was amended, agreeable with maker and second, deleting authorization to fill vacant position/Ayes: Baggett, Balmain, Parker; Abstained: Erickson; Excused: Taber. Further discussion was held concerning the vacant position later this date.

Discussion was held with Gary Estep/Assessor-Recorder, concerning filling the vacant position in his department and status of remodel for the Hall of Records. Motion by Balmain to waive the hiring freeze and authorize filling of the vacancy, died for lack of a second. Motion by Parker to authorize filling the position with extra help at this time and further review the request after the final consolidation (remodel) of the Assessor and Recorder, was withdrawn by maker, following further discussion. No action was taken.

cc: Gary Estep, County Assessor/Recorder
Ken Hawkins, Auditor
Mike Coffield, County Administrative Officer
Nancy Kyle, Personnel Analyst
File

MARIPOSA COUNTY

JOB TITLE: Assessment-Recording Clerk I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform specialized duties in recording and maintenance of legal documents including vital statistics and assessment rolls, master property records, personal property records, to input various assessments and property market values; and to perform complex and difficult clerical work as required.

Assessment-Recording Clerk I:

This class represents an entry-level training position for new employees receiving close supervision within a framework of well-defined policies and procedures.

Assessment-Recording Clerk II:

This job class functions at a journey level of classification and exercises independent judgment and a higher level of responsibility. Positions in this class are normally filled by advancement from the I level, or when filled from the outside, require prior experience in the assessment/recording functions.

SUPERVISOR: Office Technician or as assigned by Assessor

TYPICAL DUTIES:

These duties may apply to both Assessment-Recording Clerk I and II classifications in varying degrees of importance, frequency and/or priority.

- Performs complex clerical work in the processing of assessment role corrections, property statements, exemption claims, business audits, division of property and resulting combinations
- Assists the public in assessment procedures, filing exemption claims, and resolving problems
- Processes property divisions, searching and checking title and property descriptions, briefing complex property descriptions and making calculations

MARIPOSA: Assessment-Recording Clerk I/II

TYPICAL DUTIES (Cont'd):

- Process boat and airplane assessments, inputs values, and applies them to statements
- Prepares cancellations and corrections to secured and unsecured rolls
- Acts as control clerk in preparation of secured and unsecured rolls, processing splits, combinations, and other changes
- Proofs changes after roll is run for supplemental pages, bills and controls totals
- Prepares documentation and updates file as required by the State under the Land Conservation Act
- Aids draftsman in keeping maps current and correct
- Performs other related duties similar to the above in scope and function as required
- Receives, checks, accepts or rejects documents for recording
- Performs daily balancing of recording fees, codes all documents for indexing, performs data entry functions, and runs daily indexes
- Assists public in the use of records and provides copies as needed
- Photographs all recorded documents and vital statistic records, checks film and returns original documents to recording parties
- Makes timely deposits of recording fees with the Treasurer
- Makes certified copies of official records, vitals, and maps
- Balances monthly fees with reports and prepares Recorder's monthly cash statement
- Answers telephone and counter inquiries regarding requirements of recordable documents, status of previous recordings, and returns documents received in the mail for recording when incorrect or incomplete

MARIPOSA: Assessment-Recording Clerk I/II

TYPICAL DUTIES (Cont'd):

- Contacts outside film processing company and resolves problems as they may occur with the microfilming function
- Performs as the local Deputy Registrar of Vital Statistics, preparing reports and transmitting fees to the State Registrar
- Performs other related duties as similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- computer systems and applications
- proper office methods, practices, and procedures including filing and letter and report writing

Assessment-Recording Clerk II (in addition):

- laws, rules, regulations and procedures pertaining to recording
- legal instruments that affect property ownership
- State code provisions including Revenue and Taxation
- appraisal process and procedures
- principles of financial and statistical record keeping
- modern office methods, practices, procedures and equipment
- mapping procedures used in assessment work

Ability to:

- maintain accurate statistical records
- understand and apply pertinent State, Federal and County laws, rules, regulations and policies

MARIPOSA: Assessment-Recording Clerk I/II

Ability to (Cont'd):

- work with and meet the public in a professional and courteous manner
- understand and execute written and oral instructions
- type accurately at a rate required for successful job performance
- establish and maintain effective work relationships with those contacted in the performance of required duties

Assessment-Recording Clerk II (in addition):

- work independently and make independent judgments
- prepare and maintain statistical reports

MINIMUM QUALIFICATIONS:

high school graduation or G.E.D. preferably with course work in typing, bookkeeping and related subjects.

Assessment-Recording Clerk II (in addition):

two years experience in an Assessment-Recording Clerk I or equivalent position.

Creation date: 12/94
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MARIPOSA COUNTY

JOB TITLE: Assessment-Recording Clerk III

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform specialized duties in recording and maintenance of legal documents including vital statistics and assessment rolls, master property records, personal property records, to input various assessments and property market values; and to perform complex and difficult clerical work as required.

The Assessment-Recording Clerk III is at a journey level of classification requiring specialized training and work experience. Incumbents in this class exercise considerable independent judgment requiring training and knowledge that equates to a para-professional level in the Recording, Title and Assessment fields. This is a specialized position that normally will be filled by those who have served as an Assessment-Recording Clerk II for a minimum of two years with demonstrated knowledge of the use and purpose of legal instruments, rules and laws pertaining to changes of ownership. Training is normally not available anywhere but an Assessor-Recorder's Office or specialized courses in Real Estate Law and recordable documents examining.

SUPERVISOR: Office Technician or as assigned by Assessor

TYPICAL DUTIES:

- Records and files all types of legal instruments, vital statistics, maps and other documents
- Codes recorded documents for changes of ownership for reassessment purposes
- Performs complex clerical work in the processing of assessment role corrections, property statements, exemption claims, business audits, division of property and resulting combinations
- Assists the public in assessment procedures, filing exemption claims, and resolving problems
- Processes property divisions, searching and checking title and property descriptions, briefing complex property descriptions and making calculations

MARIPOSA: Assessment-Recording Clerk III

TYPICAL DUTIES (Cont'd):

- Process boat and airplane assessments, inputs values, and applies them to statements
- Prepares cancellations and corrections to secured and unsecured rolls
- Acts as control clerk in preparation of secured and unsecured rolls, processing splits, combinations, and other changes
- Proofs changes after roll is run for supplemental pages, bills and controls totals
- Prepares documentation and updates file as required by the State under the Land Conservation Act
- Aids draftsman in keeping maps current and correct
- Performs other related duties similar to the above in scope and function as required
- Receives, checks, accepts or rejects documents for recording
- Performs daily balancing of recording fees, codes all documents for indexing, performs data entry functions, and runs daily indexes
- Assists public in the use of records and provides copies as needed
- Photographs all recorded documents and vital statistic records, checks film and returns original documents to recording parties
- Makes timely deposits of recording fees with the Treasurer
- Makes certified copies of official records, vitals, and maps
- Balances monthly fees with reports and prepares Recorder's monthly cash statement
- Answers telephone and counter inquiries regarding requirements of recordable documents, status of previous recordings, and returns documents received in the mail for recording when incorrect or incomplete

MARIPOSA: Assessment-Recording Clerk III

TYPICAL DUTIES (Cont'd):

- Contacts outside film processing company and resolves problems as they may occur with the microfilming function
- Performs as the local Deputy Registrar of Vital Statistics, preparing reports and transmitting fees to the State Registrar
- Performs other related duties as similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- computer systems and applications
- proper office methods, practices, and procedures including filing and letter and report writing
- laws, rules, regulations and procedures pertaining to recording
- legal instruments that affect property ownership
- State code provisions including Revenue and Taxation
- appraisal process and procedures
- principles of financial and statistical record keeping
- modern office methods, practices, procedures and equipment
- mapping procedures used in assessment work

Ability to:

- prioritize and organize work flow
- maintain accurate statistical records
- understand and apply pertinent State, Federal and County laws, rules, regulations and policies
- work with and meet the public in a professional and courteous manner

MARIPOSA: Assessment-Recording Clerk III

Ability to (Cont'd):

- gather and interpret assessment and/or recording data from the public
- understand and execute written and oral instructions
- type accurately at a rate required for successful job performance
- establish and maintain effective work relationships with those contacted in the performance of required duties
- work independently and make independent judgments
- collect, compile, prepare and maintain statistical reports

MINIMUM QUALIFICATIONS:

high school graduation or G.E.D. preferably with course work in typing, bookkeeping and related subjects; and two years experience in an Assessment-Recording Clerk II or equivalent position.

Creation date: 12/94
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