



## RECORDING AND LICENSING TECHNICIAN 1

**Department:** Auditor  
**Job Class:** 400500  
**Pay Range:** General 12

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is routine clerical work for the Auditor's Office. An employee in this classification performs support work in one or more sections within the Auditor's Office including, Business, Marriage, Animal and Vehicle Licensing, Recording, and Passports. This classification is responsible for providing customer service, cashiering, indexing, verifying, and clerical support. For job enhancement and career development, an individual may be assigned various duties within the Recording and Licensing Division with higher level responsibilities and independent judgment.

**SERIES CONCEPT:** The Recording and Licensing Technician 1 is the first level of a three-level series. It is distinguished from the Recording and Licensing Technician 2 classification by handling the more routine clerical duties in a designated area and exercising generalized authority to handle the routine day-to-day transactions. Incumbents are expected to refer difficult matters to the Recording and Licensing Technician 2 or Recording and Licensing Technician 3 (lead).

Special Note: The Recording and Licensing Technician 1 is typically a training position and has less responsibility and limited independence. Incumbents are eligible for progression to the Recording and Licensing Technician 2 level based on performance and operational needs at the discretion of the department.

### **ESSENTIAL FUNCTIONS:**

- Learn the legal application of the Revised Code of Washington (RCW), Washington Administrative Code (WAC), tax codes and other regulatory guidelines as they apply to the Recording and Licensing Division.
- Provide customer service in person, by telephone, and/or online, for related sections within the Recording and Licensing Division
- Explain the purpose of routine documents and legislative restrictions with guidance and assistance from a superior.
- Interpret and apply various regulations to determine the necessary documentation and assessed fee.
- Verify and ensure all documents comply with applicable rules and regulations before appropriate licensure is granted.
- Receive, price and process documents for marriage, animal, vehicle and business licensing, passports recording, and excise tax.
- Compute and collect appropriate fees and/or taxes due.
- Enter data from legal documents into applicable database and verify documents for accuracy.
- Create and maintain indexes for public records in compliance with Washington State law.
- Conduct daily inventory of license tabs and plates as well as other supporting documentation.
- Apply routine accounting practices in balancing tax receipts, and other fees associated with cashiering.
- Maintain and control large amounts of cash. Balance cash drawer at the end of each day.
- Prepare and send all necessary documentation to the appropriate authorities and/or government

## **RECORDING AND LICENSING TECHNICIAN 1**

### **Classification Description - Pierce County**

#### **Page 2**

agencies.

- Process, sort and examine incoming mail for compliance with statutes and fees.
- Distribute mail to appropriate sections.
- Notify appropriate personnel regarding changes in fees and/or taxes due.
- Initiate and respond to correspondence when needed.
- Ensure all documents are legibly scanned into applicable system.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evening, weekends, holidays and overtime.

#### **OTHER JOB FUNCTIONS:**

- Provide back-up as needed.
- Perform other job functions as assigned.

**SUPERVISION RECEIVED:** Work is performed under a higher-level classification with the employee expected to work independently while referring to a higher-level classification such as, Recording and Licensing Technician 3 (lead) or Recording and Licensing Technician 2 for help on complex and/or unusual situations. Work is reviewed in progress and upon completion by the Recording and Licensing Technician 3 (lead), Recording and Licensing Technician 2 or an administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. The classification does not have lead or supervisory authority.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Works in a customer service office environment daily. Travel to meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work may be required. Work is subject to frequent interruptions, angry or volatile customers and occasional above average office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing; frequent alternating between a seated to a standing position throughout the day. Frequent walking, bending/stooping, pushing/pulling and, depending on assigned duties, a maximum lifting requirement of 50 lbs. Ability to travel to attend meetings away from regular work site may be required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- RCWs, WACs and County ordinances as they apply to the Recording/Licensing Division.
- General office practices, procedures and management.
- Legal terminology as it pertains to Recording/Licensing Division.
- Cashiering methods and techniques.
- General bookkeeping, accounting and cashiering practices.

## RECORDING AND LICENSING TECHNICIAN 1

### Classification Description - Pierce County

#### Page 3

- Legal documents and fee structures.
- Real estate escrow.
- County geography.
- Department of Licensing policies and procedures.

#### **Skill in:**

- Customer Service.
- Telephone etiquette.

#### **Ability to:**

- Communicate effectively both orally and in writing, to audience of various social, educational and economic backgrounds.
- Accurately review and process a variety of transactions.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Perform data entry and clerical work proficiently.
- Work under pressure in stressful situations.
- Effectively handle situations with discretion, and sensitivity.
- Handle and balance large sums of money daily with minimal mistakes.
- Interact with various other public and private agencies as needed.
- Operate computer systems and personal computers as it relates to the Recording/Licensing Division.
- Accurately utilize standard and specialized office equipment.
- Understand and follow instructions.
- Work effectively and productively with others.
- Type minimum of 45 words per minute.
- Maintain accuracy and be detail-oriented.
- Work independently and as a part of a team.
- Meet the travel requirements of the position.
- Physically perform the essential functions of the classification.

#### **MINIMUM REQUIREMENTS TO APPLY:**

**Recording Unit:** One year of general clerical experience with some cashiering experience required. Clerical experience in real estate, banking, loan processing preferred. Additional education or related experience may be substituted equally for the recruiting requirements.

**Licensing Unit:** One year of general clerical experience required. Clerical experience in a car dealership or a related field preferred. Additional education or related experience may be substituted equally for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required.

**Bargaining Unit:** Union membership is required within 30 days of employment.