

# RECORDATION CLERK

## Classification and Salary Administration Transmittal Form

PIN# \_\_\_\_\_ Jurisdiction \_\_\_\_\_ Department/Unit \_\_\_\_\_

Employee Name: \_\_\_\_\_

Current Class Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Administrative Official: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

A. The levels of Recordation Clerk work are differentiated on the basis of proficiency. Considerations include: (1) the amount (%) of time spent learning and performing individual job tasks; (2) supervisory control exercised over the position and (3) experience requirements of the employee, learning time and nature of each task being performed.

Enter information regarding the positions by providing (1) percentage of time performing the job task in column one; (2) the nature of supervision exercised over the position in column 2 based on the information that follows in section B below and; (3) check the particular job task currently performed by each position. Please leave blank those tasks not assigned, at this time. For example, if recording will be learned after completion of the probationary period it will be checked in your next submission.

B. Please identify the nature of supervision provided to the employee, i.e., level of work, based on the following:

1. **Close** – Specific assignments are performed based on clear, detailed and specific instructions. Work is closely controlled. Progress checks and reviews for accuracy, adequacy and adherence to instructions and established procedures are conducted. The employee consults with the supervisor on (new) matters not specifically covered in the original instructions. There is usually a limited range of duties.
2. **Moderate** – Instructions received indicate generally what is to be done, limitations, quality and quantity expected, deadlines and priority. Additional specific instructions and advice are provided when new, difficult or unusual assignments occur. The employee uses initiative in carrying out recurring assignments independently, without specific instructions but refers deviations, problems and unfamiliar situations not covered by the instructions to the supervisor for decisions and help. Reviews of the work increases where the tasks have not been performed before or are more difficult.
3. **General** - Instructions are provided via objectives, priorities and deadlines. The employee performs the successive work steps independently, handles problems and deviations in accordance with instructions but receives assistance from the supervisor on unusual situations that do not have precedents. Review of the work is usually for conformity to policy and requirements. Methods used to arrive at the end result are not usually reviewed in detail.

C.

(1)	(2)	(3)	
% of Work	Supervision Received	Job Task	X
		Recording	
		Indexing	
		Verifying	
		Numbering	
		Sequencing	
		Ringling/Cashiering	
		Licensing	
		Fee Collection	
		Reception	

(1)	(2)	(3)	
% of Work	Supervision Received	Job Task	X
		Scanning	
		Public Room Attendant	
		Intake/Customer Service	
		Archives Submissions	
		Document Control	
		Microfilming	
		Correspondence Preparation	
		Copying/Duplicating	
		Mail	

**PLEASE COMPLETE ONE FORM FOR EACH EMPLOYEE. Return completed form to the attention of Tammy Ferguson, Classification Analyst, Human Resources Dept. Maryland Judiciary, 580 Taylor Avenue Annapolis, MD 21401 or via Fax at (410) 974-2849.**

### RESULT OF CLASSIFICATION REVIEW

<b>IV. DEPARTMENT OF HUMAN RESOURCES (only): Disposition of Request (as indicated below)</b>			
<input type="checkbox"/> Reclassification Approved	<input type="checkbox"/> Position Class-Confirmed		<input type="checkbox"/> Position Marked for Study
Class Code:	Grade:	Step	Class Title:
Effective Date:	FLSA Status:		Function:
Analyst:	Manager:		EBU Rep: