

POSITION DESCRIPTION
COUNTY OF STARKE, INDIANA

POSITION: FIRST DEPUTY RECORDER

DEPARTMENT: RECORDER

WORK SCHEDULE: 8:00 AM- 4:00 PM, M-F

DATE WRITTEN: MARCH 5, 2019

STATUS: FULL-TIME

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Starke County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

Incumbent serves as First Deputy Recorder for the Starke County Recorder's Office, responsible for recording, indexing, and preserving official documents and providing assistance to the public.

Duties:

Answers telephone and assists office visitors, responding to inquiries, providing information and assistance, taking messages, and/or directing calls to appropriate individual or department.

Receives, stamps, indexes, scans, and records documents, verifying signature and proofreading for accuracy and compliance with legal requirements. Inputs documents/data in designated computer system and makes copies as requested.

Receives/receipts fees for recordings and Laredo/copy services.

Performs back indexing of long-standing documents.

Provides certified copies and responds to requests for information or research, searching Department files and archives as necessary.

Performs a variety of general office duties, including, but not limited to, typing, maintaining records and files, generating reports, processing mail, and preparing documents for mailing.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or GED

Knowledge of state laws pertaining to the maintenance and recording of official documents and policies, practices, and legal requirements of the Department, with ability to effectively respond to inquiries and apply appropriate procedures accordingly.

Working knowledge of legal descriptions, county land areas, plats and deeds, and ability to ensure accurate and efficient retrieval of records.

Working knowledge of standard office procedures and computer software used by the Department, with the ability to apply such knowledge to a variety of interrelated processes, tasks and operation.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents, correspondence and written reports.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to properly operate standard office equipment, such as computer, typewriter, calculator, telephone, copier, fax machine, scanner, and microfilm reader.

Ability to effectively communicate orally and in writing with co-workers, other County departments, title companies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to coordinate, identify and categorize data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from time constraints, deadlines, and high-volume operations.

Ability to apply knowledge of people and/or locations and read/interpret survey data, legal descriptions and maps.

Ability to count/perform basic arithmetic calculations.

II. RESPONSIBILITY:

Incumbent performs duties according to standard Department policies and procedures with priorities determined by service needs of the public. Assignments and objectives are set jointly by incumbent and supervisor with moderate degree of flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through supervisory review. Undetected errors could result in inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, title companies, and the public for purposes of exchanging/verifying information and rendering service.

Incumbent reports directly to County Recorder.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, keyboarding, lifting/carrying objects weighing 25-50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains frequent contact with the public and may be exposed to irate/difficult persons.

APPLICANT/ EMPLOYEE ACKNOWLEDGMENT

The job description for the position of First Deputy for the Recorder's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

YES_____ NO_____

Applicant/ Employee Signature

Date

Print or Type Name