

POSITION VACANCY

**APPLICATIONS FROM IN-HOUSE APPLICANTS WILL BE ACCEPTED
BEGINNING JUNE 5, 2025 THROUGH JUNE 9, 2025.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING JUNE 10, 2025 THROUGH AUGUST 5, 2025.**

(POSITIONS ARE OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

JOB TITLE: Recorder Clerk, #10237, 10232 - Two Positions

Date Posted:	June 5, 2025
Department:	Recorder
Hours:	40 hours/Full-time
Annual Salary:	\$20.40/hr.

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. Wayne County provides reasonable accommodations 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 an undue hardship.

Incumbent serves as a Recorder Clerk for the Records Department, responsible for recording documents received from the public. Assists the public in record usage and comprehension as well as instructing and performing information searches.

DUTIES:

Enters data from each document recorded during the day into computer.

Records documents brought in by the public, ensuring they meet all requirements.

Retrieves reports from the computer. Prints and proofreads reports and documents entered by other recorder clerks.

Verifies, posts, and prepares documents for microfilming and scanning and ensures all requirements set by state statutes are met. Scans and microfilms documents.

Inspects microfilm for spots, scratches, or missing pages. Makes corrections as needed.

Answers telephone and greets visitors, directing individuals or taking messages as needed, and assisting public with record usage, comprehension of documents, computer system, and book utilization.

Verifies the validity of mortgage releases, assignments, and amendments. Processes released mortgages and types rejection notices and returns to sender when invalid information is detected.

Searches and compiles real estate information for clients.

Copies documents using microfilm, photocopier, or images from laser printer. Sends faxes of requested copies and returns documents when process is completed.

Splices, rolls, and boxes microfilm for preservation, and places in safe.

Maintains, updates, and repairs index books as needed.

Converts microfilm to images stored in computer.

Proofreads and updates converted information previously stored on outdated computer system.

Prepares and balances fees collected from documents recorded with cash in drawer daily.

Prepares and makes daily bank deposits.

Posts daily mail and delivers to designated area.

Responds occasionally to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED, with previous office experience preferred.

Working knowledge of standard English grammar, spelling and pronunciation, and ability to proof and edit reports.

Working knowledge of standard office practices, real estate transactions and terminology, and legal descriptions, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of locating deeds in index books and basic computer skills.

Ability to properly operate a variety of standard office equipment, including computer, typewriter, calculator, fax machine, postage meter, copier, telephone, microfilm reader, scanner, printer, and jacket loader.

Ability to work alone under minimum supervision and with others in a team environment.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to count, compute and perform simple arithmetic operations.

Ability to analyze, evaluate, coordinate, place and make determinations.

Ability to understand, memorize, retain and follow oral and written directions.

Ability to file, post, and mail materials, and copy data from one document to another.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure and perform work accurately in a timely manner.

Ability to apply knowledge of people and locations.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

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

Ability to comply with all employer/department personnel 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/hostile persons.

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

Ability to occasionally work extended hours, weekends, evenings and travel out of town for meetings, sometimes overnight.

Possession of a valid driver's license, and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively standard duties according to established practices and procedures of the department. Work priorities and schedules are primarily determined by a flexible, customary routine and service needs of the public. On rare occasions, decisions are made in the absence of specific policies and procedures and/or guidance from supervisor. Errors in work are primarily detected and prevented through procedural safeguards, notification from other departments, agencies, or public and standard bookkeeping checks.

Undetected errors could result in loss of time to correct error, inconvenience to other agencies or public, and/or loss of money to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, title companies, attorneys, banks, and the general public for the purposes of giving and receiving information, explaining, and interpreting policies and procedures, and presenting subject matter to others through explanation.

Incumbent reports directly to Chief Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving, sitting/walking at will, standing/walking for long periods, handling/grasping objects, lifting/carrying objects weighing between 25 and 50 pounds, bending, reaching, crouching/kneeling, keyboarding, close and far vision, and speaking clearly. Incumbent may work near dust or mold and may work with or be exposed to violent/irate individuals. Incumbent is occasionally required to work extended hours, weekends, evenings and travel out of town, sometimes overnight.

**APPLY AT: Wayne County Government
Human Resources
401 East Main Street
Richmond, IN 47374**

ONLINE: <http://www.co.wayne.in.us/jobs/index.php>

***Wayne County Government
is an Equal Opportunity Employer***