

POSITION VACANCY

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING MARCH 1, 2023 OR UNTIL THE POSITION IS FILLED.**

JOB TITLE: Recorder Clerk 13480 – Part Time

Date Posted: March 16, 2023
Department: Recorder
Hours: 29 hours
Annual Salary: \$16.26/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 Part-time Recorder Clerk for the Recorder 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, including deeds, mortgages, and releases and ensures 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 scanning and ensures all requirements set by state statutes are met. Scans documents.

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.

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

Searches and compiles real estate information for customers.

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 office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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

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

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

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/records according to state requirements.

Ability to meet all hiring requirements, including passage of a typing test.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively standard duties according to the 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 and/or Recorder.

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 more than 25 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.

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

Wayne County is an Equal Opportunity Employer