

The Henry County Recorder has an opening for a part-time Deputy Recorder. This job is a maximum of 28 hours, per week, Tuesday through Friday. The hourly rate for this position is \$14.50.

The incumbent serves as part-time Deputy Recorder for the Recorder, responsible for recording documents, maintaining files and indexes, and assisting the public.

To perform this position successfully, each essential duty must be done satisfactorily. The requirements listed within the job description, attached, are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested applicants are to submit a complete application, attached, to include a resume and cover letter, on or prior to Friday, November 4, 2022, by 2:00 p.m. Please submit the requested documents via email to lloveless@henrycounty.in.gov. Within the subject line of the email include "Application for Part-Time Deputy Recorder."

Henry County Government is an Equal Employment Employer

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Part-Time Deputy Recorder
DEPARTMENT: Recorder
WORK SCHEDULE: Tuesday through Friday, up to 28 hours, per week
JOB CATEGORY: U (Unclassified)

DATE WRITTEN: October 1996
DATE REVISED: January 2020

STATUS: Part-time
FLSA STATUS: Non-exempt

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Part-time Deputy Recorder for the Recorder, responsible for recording documents, maintaining files and indexes, and assisting the public.

DUTIES:

Answers telephone and greets office visitors, providing information, taking messages, providing assistance, or directing/transferring to appropriate individual or department.

Receives and prepares documents for recording, including proofreading for accuracy and completeness, entering page numbers, time and dates, color coding, copying and entering on computer as required.

Receives and processes uniform commercial code documents, including searching records, reviewing, stamping, copying and filing forms, mailing to owners, entering on computer, printing periodic reports, and continuing, amending, terminating or purging records as appropriate.

Receives and enters recording fees in cash book and on computer, and providing receipts. Periodically assists in reconciling books with receipts as assigned. Periodically prints related computer reports as assigned.

Microfilms documents, verifying developed film is free from errors, and updates microfilm and indexes for mortgage and lien satisfactions, releases and assignments.

Types, certifies, copies, and files various documents, and researches documents in books and on computer as requested.

Performs basic computer duties as assigned, including loading and printing labels, and completing backup procedures.

Performs duties of other department personnel as needed.

Performs related duties as assigned.

1. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of and ability to make practical application of Department policies and procedures, applicable state and local regulations, and related legal terminology. Ability to read and interpret legal descriptions.

Working knowledge of standard English grammar, spelling and punctuation, and ability to ensure accuracy and efficient retrieval of records. Ability to maintain confidentiality of Department records and information as required.

Ability to properly operate a variety of standard office equipment, including telephone, typewriter, fax and microfilm machines, copier, computer, printer and calculator.

Working knowledge of basic bookkeeping principles, and ability to perform arithmetic calculations and maintain accurate records.

Ability to understand and follow oral and written instructions, and work with others in a team environment.

Ability to communicate orally and in writing in a courteous, tactful manner with co-workers, other County departments, abstractors, bank personnel, attorneys and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to follow all County personnel policies.

11. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to Department policies and procedures and legal requirements. Work is reviewed in process and upon completion for appropriate service to the public and adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through legally defined procedures and are usually detected through proofreading. Undetected errors may result in loss of time for correction and/or inconvenience to other agencies or the public.

111. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other County departments, abstractors, bank personnel, attorneys and the public for the purpose of exchanging information, and explaining/interpreting policies and procedures.

Incumbent reports directly to Chief Deputy Recorder.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at a public service counter involving standing for long periods, reaching, bending, climbing ladders, and lifting/carrying objects weighing less than 25 pounds.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Part-time Deputy Recorder for the Recorder 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/Type Name