

MIAMI COUNTY RECORDER
JOB ANNOUNCEMENT

JOB TITLE: Recorder Deputy 1

Starting pay \$15.00 per hour

JOB RESPONSIBILITIES: Performs general clerical tasks in Recorder's Office and Microfilm Department, with responsibility of recording and maintaining records. Interacts with the public both on the phone and in person.

MINIMUM QUALIFICATIONS: High School graduate or equivalent G.E.D. Associate degree with coursework in, Finance, Business or Public Administration, Accounting or other closely related field(s) preferred. Three (3) years or more of experience in a government or public agency or equivalent commercial/corporate experience preferred.

METHOD OF APPLICATION AND DEADLINE: Applications may be accessed through the Human Resources page of the Miami County website. Please visit www.MiamiCountyOhio.gov. Signed applications, along with cover letter and current resume should be returned to Toni Mascari, Miami County Recorder's Office, 201 W. Main Street, Troy, Ohio 45373 or e-mailed to TMascari@MiamiCountyOhio.gov.



An equal opportunity employer

JOB DESCRIPTION

JOB TITLE:	Deputy 1	FLSA STATUS:	Non-exempt
DEPARTMENT:	Recorder	CIVIL SERVICE STATUS:	Unclassified
REPORTS TO:	Recorder Chief Deputy/ Recorder	EMPLOYMENT STATUS:	Full-time

SUMMARY OF JOB PURPOSE

Under general supervision, provide clerical support to the Recorder's Office and Microfilm Department, with responsibility of recording and maintaining documents and records.

ESSENTIAL FUNCTIONS

1. Review legal documents in accordance with office policies and Ohio law.
2. Identify parties in document for indexing, auditing and other data entry of documents.
3. Scan and assign unique document number and date and time stamp for documents.
4. Cashier transactions, collect fees for documents recorded and documents copied pursuant to public records requests.
5. Identify key items of information contained in documents that require the initiation of subsequent actions by the department.
6. Identify and apply applicable sections of the government code, and rules and regulations pertaining to the transactions required by documents processed.
7. Process and record a large volume of documents with a high degree of accuracy.
8. Provide customer service over the phone and in person at the counter; perform cashiering services; certify and copy records, maps and other documents. Use Land Records index and maps to assist customers with requests for public records.
9. Review complex legal documents to determine appropriate action. Enter information into a computer system to initiate actions based on documents received and analyzed; apply proper codes for transactions.

10. Prepare and compose responses to public records requests, letters, invoices and other correspondence.
11. Read and understand manuals related to recording processing requirements.
12. Verify the identity of a Veteran or other "authorized party" who requests a copy of a DD-214.
13. Complete data entry, take photographs, and cashier transactions for Veteran ID cards.
14. Provide information to the public regarding Veteran ID cards at public events.
15. Prepare monthly billings for customers who maintain copy charge accounts.
16. Identify and interpret complex technical and numerical information.
17. Understand the various documents to be processed and analyzed.
18. Examine and verify records, documents and data.
19. Respond to requests and inquiries from the general public.
20. Retrieve and store information in a wide variety of manual and automated filing systems.
21. Maintain security and confidentiality of restricted information.
22. Copy, prepare and scan records and documents for archiving; use equipment to convert records and documents to microfilm and other archival forms.
23. Operate microfilm cameras, various scanners and related equipment.
24. Maintain logs, files and statistical information pertaining to documents processed.
25. Troubleshoot mechanical and/or technical problems on scanning equipment.
26. Implement principles and practices of micrographics.
27. Apply, understand and implement operating procedures of microfilm cameras, high speed, flatbed and wide format scanners, as well as CD burners and associated computerized processes.
28. Demonstrate regular, predictable and punctual attendance.
29. All other duties and tasks as may be assigned.

QUALIFICATIONS

The requirements listed below 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.

EDUCATION and/or EXPERIENCE

High school graduate or equivalent (G.E.D.).

LANGUAGE SKILLS

Ability to read and interpret documents; write routine reports and correspondence; speak effectively to members of the public, managers and employees of departments

and the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide, to solve mathematical problems in all units of measure, using whole numbers, common fractions, decimals and percentages. Knowledge of basic accounting and/or bookkeeping.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Strong communication and teamwork skills, with the ability to maintain effective working relations with co-workers and those contacted in the course of work.

Type or enter data at a speed necessary for successful job performance. Operate office equipment including computers and supporting software applications.

Interpret and apply Federal, State and local laws, codes and regulations.

Understand and follow oral and written instructions.

Ability to make change and cashier transactions. Knowledge of local government bookkeeping.

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to learn and operate specialized applications; ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required; familiarity with County or other local government structure, policies and procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, twist to reach; use hands to finger, handle, manipulate or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; will work under stress of deadlines.

****** This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and/or assigned.***

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Employee: _____ Date: _____

Signature: _____