

# **POSITION OPENING**

## **Third Deputy – Recorder**

### **DUTIES**

Responsible for recording, indexing, and preserving official documents, and assisting the public.

Electronically receive, review and record documents.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, and/or directing calls.

Receives, stamps, indexes, scans, and records documents, including 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/or returns money for rejected documents. Returns rejected documents to submitter and maintains log of returned documents.

Performs back indexing and verification of long-standing documents, and returns documents to submitters after processing.

Provides certified copies and responds to requests for information or research.

Routes land transfer deeds and various documents to appropriate County offices.

Continue education to stay current on recording standards per Indiana Code.

Maintains cash drawer, posts checks, and balances receipts.

Performs related duties as assigned.

### **REQUIREMENTS**

High School Diploma or GED.

Ability to meet all Department hiring requirements, including passage of a medical exam and drug test.

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.

Office experience / computer experience with the ability to operate standard office equipment.

Must possess typing skills.

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

Send resume/application to Joyce Oles Dearborn County Recorder

[joles@dearborncounty.in.gov](mailto:joles@dearborncounty.in.gov)

Or Mail To: 165 Mary St, Lawrenceburg, IN 47025 ATTN: Joyce Oles - Recorder