

JOB POSTING: PART-TIME RECORDER'S OFFICE POSITION

Position Title: Part-Time (up to 2 days a week and filling in for vacations/illness)

Department: Recorder

Duties:

Answers telephone and assists office visitors, responding to inquiries, providing information and assistance, taking messages, and/or directing calls to appropriate individual or department.

Receives, stamps documents, verifying signature and 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.

Performs back indexing of long-standing documents.

Responds to requests for information or research, searching Department files and archives as necessary.

Performs a variety of general office duties, including, but not limited to, typing, maintaining records and files, and preparing documents for mailing.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or GED

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.

Working knowledge of standard office procedures and computer software used by the Department, with the ability to apply such knowledge to a variety of interrelated processes, tasks and operation.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents, correspondence and written reports.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to properly operate standard office equipment, such as computer, calculator, telephone, copier, fax machine, scanner, and microfilm reader.

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

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

Ability to comply with all employer and Department 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/difficult persons.

Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to coordinate, identify and categorize data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from time constraints, deadlines, and high-volume operations.

Ability to apply knowledge of people and/or locations and read/interpret survey data, legal descriptions and maps.

Ability to count/perform basic arithmetic calculations.

Please submit resume to: Starke County Recorders Office

53 E Mound St.

Knox, IN 46534

mthomason@co.starke.in.us

Open Date: May 5, 2021

Close Date: May 8, 2021