



DELAWARE COUNTY

Job Title: Deputy	
Department: Recorder	Position Fund Account No.:
Division:	Job Category: COMOT
Work Schedule: 8:30 a.m. – 4:00 p.m. M-F	Job Grade:
Reports to: Recorder	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: November 2008 Re-evaluation Date: November 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware 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 those accommodations would present an undue hardship.

Incumbent serves as Deputy for the Delaware County Recorder's Office, responsible for processing various documents and assisting the public.

DUTIES:

Assists Auditor in recording various documents, including deeds, posting in AVID, ensuring money is correct, and documenting returned items, matching with envelopes, receipting documents, and forwarding to be scanned or entering rejects.

Performs various duties including receipting, scanning, filing, indexing, posting, certifying, and mailing various documents. Oversees office equipment maintenance and locates office equipment and supplies. Prints documents and reports for customers and internal use.

Answers telephone and greets office visitors, responds to inquiries, assists public users in setting up temporary accounts, provides information and assistance, directs calls and visitors to appropriate individuals or departments.

Assists County personnel and the public as needed, including researching department files and records, preparing, and certifying copies, and assisting with operating Department computer systems.

Indexes and verifies data on real estate documents and indexes previously recorded documents.

Retrieves military discharge papers.

Creates reports, including missing images, deposits, and indexed data, and utilizes reports for correction of mistakes.

Coordinates projects regarding microfilmed records on computer including filing and back indexing of old documents.

Opens and closes public search room, including turning on computer and opening appropriate programs, and closing programs and disinfecting public workstations.

Receives, sorts, and opens department mail. Maintains Department website.

Prepares documents, including verifying customer name, number of pages, cross reference, noting nonconforming information, logging, calculating, and receipting.

Performs various data entry and verification of documents.

Maintains current certification date for title searches.

Balances daily cash drawer, prepares report, prepares deposit and deliver deposits to Auditor and Treasurer's office. Processes payments for recording of documents and copies.

Completes UCC's, including receipting and terminating as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE with three (3) months previous job experience.

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

Working knowledge of and ability to interpret Indiana code.

Working knowledge of and ability to interpret Uniform Commercial Code (UCC) documents.

Working knowledge of standard policies, practices, and legal requirements of the department and ability to apply appropriate procedures accordingly.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and department specific software systems, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, Planning Commission, Veterans Affairs, banks, title companies, surveyors, IRS, 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.

Shall 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/hostile persons.

Ability to understand, memorize, retain, and carry out oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, sometimes under time pressure.

Ability to apply knowledge of people and/or locations, and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to count, compute, and perform arithmetic calculations.

Ability to be cross-trained to perform duties of Department staff.

Ability to file, post, and mail materials.

Ability to compile, collate, classify data, analyze, evaluate, observe, diagnose, investigate compare or observe similarities and differences between data, people, or things make determinations, and take action based on data analysis.

Ability to work extended hours and occasionally travel out of town for meetings and/or conferences, sometimes overnight.

II. RESPONSIBILITY:

Incumbent operates under indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures, referring to supervisor for unusual circumstances. Work priorities and schedules are primarily determined by flexible, customary routines and/or service needs of the public. Periodically, decisions are made in the absence of Specific policies and procedures, and/or guidance from the supervisor. Errors are primarily prevented or detected through procedural safeguards and/or standard bookkeeping checks. Undetected errors could result in loss of time to correct the error and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Planning Commission, Veterans Affairs, banks, title companies, surveyors, IRS, and the public, for the purposes of exchanging information and rendering service.

Incumbent reports directly to the Recorder.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, keyboarding, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent is occasionally required to work extended hours and travel out of town for meetings and/or conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy for the Delaware County Recorder's Office 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. The above job description covers the most significant duties to be performed, but does not exclude other occasional work projects or duties as assigned by supervisors.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____
Date

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor
Employee