

<b>Title</b>	<b>Full Time Clerical / Deputy Recorder</b>
<b>Location</b>	Delaware County Recorder's Office
<b>Supervisor</b>	Delaware County Recorder
<b>Responsibilities</b>	<p>Answers telephone and greets office visitors, determining nature of call, providing information and assistance, taking messages and/or directing calls to appropriate individual or department.</p> <p>Performs various administrative support and clerical duties, including making copies, maintaining organized files, filing, and indexing documents.</p> <p>Performs related duties as assigned.</p>
<b>Qualifications</b>	<p>Ability to meet all employer hiring requirements, including passage of a drug test.</p> <p>Working knowledge of standard office procedures and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.</p> <p>Knowledge of standard filing systems and ability to create and maintain accurate and organized files.</p> <p>Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.</p> <p>Ability to properly operate standard office equipment, such as computer, typewriter, calculator, fax machine, copier and telephone.</p> <p>Ability to effectively communicate orally and in writing with co-workers, other County departments, Veterans Affairs, title companies, banks, surveyors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.</p> <p>Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.</p> <p>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.</p>

	<p>Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.</p> <p>Ability to understand, memorize, retain and carry out oral and written instructions.</p> <p>Ability to work alone with minimum supervision and with others in a team environment.</p> <p>Ability to apply knowledge of people and locations, plan/layout assigned work projects, and count/make simple arithmetic additions/subtractions.</p> <p>Ability to occasionally work extended hours and travel out of town for conferences, sometimes overnight.</p>
	<p>Send or drop off completed applications to:</p> <p>Delaware County  Human Resources Department  100 W. Main St., Room 208  Muncie, IN 47305</p>
<b>Apply</b>	<p>Apply to Human Resources  100 West Main- Muncie IN 47305</p>
<b>Application Deadline</b>	<p>Applications will be accepted until February 12, 2021</p>