

McIntosh County Deputy Recorder Job Description

Job Summary: Serves as deputy to the County Recorder. The Deputy Recorder is accountable to the Recorder for the execution of department policy and procedures.

Responsibilities:

1. Responsible for receiving and recording documents, manually and electronically, issue marriage licenses and process passport applications, make certified copies and reports, and managing the department in the absence of the County Recorder.
2. Compiles and maintains documents to substantiate transactions, balance and reconcile accounts, receipt payments, search records, complete and run monthly reports.
3. Perform customer service duties including assisting the public in researching information, recording and filing documents, accepting passport applications, issuing marriage licenses, and validating indexed documents to maintain accurate records.

Essential Duties:

1. Assist the Recorder in the planning, development and implementation of office procedures for managing the office workflow.
2. Accept and verify mail, e-recordings, or documents taken over the counter for necessary legal requirements, sufficient payments, and or billing accounts. Sign correspondence, official seals, deeds, reports and other legal documents in the absence of County Recorder.
3. Maintain accurate records, with respect to real estate and chattel properties.
4. File, retrieve, interpret information, and prepare reports from records. Distribute reports to appropriate people.
5. Collect money, issue receipts, balance and reconcile reports, maintain and disburse funds.
6. Process daily, weekly, monthly, and semi-annual exports or reports to appropriate customers.
7. Receive and refer telephone calls, assist members of the public or other county offices, receive payments, complete and process various applications and documents, perform other duties as assigned.
8. Complete and process applications and requests for individuals needing copies, reports, and all other information obtained by the office.
9. Assist the County Recorder with the gathering of information for budget and accounting-related data for budget development, manage the office and represent the department with the Board of County Commissioners in the absence of the County Recorder.
10. Uses word processing and industry specific software to accurately record transactions, reports, issue correspondence, maintain office records, invoices, account statements and reports.
11. Maintain stock of office supplies, equipment, and forms by ordering and receiving goods, issue goods to staff or customers; perform physical inventory; prepare and maintain fixed assets records.
12. Performs other duties as required and assigned by the County Recorder.

Accountabilities:

1. Ensure accuracy of transactions by compiling and sorting information appropriate for acceptance and/or recordation.
2. Develops a working knowledge of the technical aspects of the office such as legal language and knowledge, forms, filing systems, fee schedules, land descriptions, applicable rules, regulations, laws, policies and procedures.
3. Provide professional level service, analyze issues and recommend appropriate course of action in an often demanding environment.

4. Create a positive and productive work atmosphere by communicating, maintaining a professional manner and a team-like environment with all other departments, employees and members of the public.
5. Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

Job Qualifications, Experience and Education:

1. Must have experience working in an office atmosphere, and be familiar with computer programs.
2. Proficiency with word processing is helpful.
3. Requires a high degree of written and/or verbal communication skills dealing with employees, clients, or the general public.
4. Ability to handle multiple duties and priorities under limited supervision along with the ability to direct and motivate other employees.

Working Conditions/Physical and Mental Demands:

1. Physical environment consists of a desk job in the standard environment, repetitive motion, sitting and standing.
2. Frequent use of PC Keyboard and monitor, Will include physical motions of finger dexterity for use of keyboard, adding machine and other office equipment.
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Clarification Clause:

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements of the Deputy County Recorder position. The job description is not a contract. The County reserves the right to modify job descriptions at any time.