



POSITION DESCRIPTION

**TITLE: RECORDING CLERK
AUDITOR'S OFFICE**

Scope of Responsibility:

Performs a wide variety of clerical projects and assignments to support the electronic record keeping systems and database files of the Auditor's Office. Requires knowledge of rules and regulations and department policies and procedures for record keeping. Duties and assignments are recurring and accomplished by following established work methods or procedures. Incumbents work independently with general supervision.

Essential Functions & Typical Duties:

- Receives/Processes documents received by person, mail, or Title Companies in accordance with office policies and requirements (fees, stamps, notarization, recording standards) and inputs document into computer system. Assigns label/number, collects payment or bills proper account.
- Creates and maintains a digitized filing system for new and historical documents and computerized database for Military Discharge papers.
- Issues marriage licenses and sends monthly reports to the Health Center for Health Statistics.
- Reviews documents, records, or applications for completeness, accuracy and compliance with rules and regulations.
- Balances collections and completes bank deposit and generates appropriate reports and Title Company statements.
- Records documents by scanning and microfilming into the computer system, indexing and backing up data files on a daily basis.
- Processes Title Company documents and surveys per department policy and provide images and documents to other department, Title Companies and surveyors as requested.
- Maintains and balances billing accounts for recording, imaging, and copying services provided.
- Answers phone and counter questions regarding document recording/processing and directs queries to proper departments or offices.
- Maintains and improves the computer system including initiating back-up protocols; developing new procedures to utilize the digital scanning system for the office, other departments and public; preserving historical information in digital format; etc.

- Receives/orders, sorts, and distributes mail, messages, records, office supplies, and other materials.
- Assist the public and other agencies in locating recorded documents over the past 125 years.
- Correspond, both verbally and in writing, to maintain an open line of communication with various government agencies (DNR, State Health, Digital Archives, etc) to meet their individual requirements for uploads, downloads and updates.
- Performs routine maintenance on office equipment, arranges for service as needed for maintenance and repair.

Minimum Qualifications:

- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description, AND
- High School diploma or equivalent, AND
- Two years of office/clerical experience with filing or recording duties utilizing computerized systems.

Preferred Qualifications:

- Office or customer service experience in the public sector,
- Knowledge of legal descriptions,
- Knowledge of Eagle recorder system.

Knowledge, Skills and Abilities:

- Knowledge of office practices, principles, techniques and administration.
- Knowledge of rules and regulations regarding state recording standards.
- Knowledge of policies, procedures, and practices applicable to public office functions.
- Knowledge of Legal descriptions
- Knowledge of effective telephone techniques.
- Knowledge and experience in the use Microsoft Office, including Word and Excel.
- Knowledge of business English, spelling, and grammar.
- Ability to work independently and creatively with only minimal instruction, orientation and supervision.
- Ability to perform accurate and detailed filing and recording tasks.
- Ability to organize workloads and set priorities.
- Ability to comprehend written material and interpret and apply rules and instructions.
- Ability to establish and maintain cooperative working relationships with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to keyboard accurately at 55 words per minute.

Physical Demands:

Work is performed primarily in an office environment and is usually sedentary in nature. However, attendance at meetings may require travel to off-site locations, working evenings and other odd hours on occasion. The essential functions of this position require: sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, sense of touch, finger dexterity, ability to grip with hands and fingers, ability to hear voice conversations, to see and to speak , and occasionally, climbing and lifting up to 25 pounds. Substantial telephone and in-person contact with the public, special interest groups, County officials, government agencies and County department requires that the incumbent have the ability to communicate effectively. Must be able to collect, assimilate and analyze data and information and operate a personal computer.

Acknowledgements:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

Effective Date: 6/12/2013	EEO Code: 6	Department: Auditor’s Office
Dates Amended: 6/12/2013	Union: None	Division: n/a
FLSA Exempt: No	Grade: 11	Pos #: AUD004RLC-002