

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Second Deputy
DEPARTMENT: Recorder
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: January 1997
DATE REVISED: June 2021

STATUS: Full-time
FLSA STATUS: Non-exempt

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. Perry 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 Second Deputy for the Perry County Recorder's Office, responsible for recording, indexing, and preserving official documents and providing assistance to the public.

DUTIES:

Receives and processes various documents and scans for recording, including proofreading for accuracy, reviewing for Auditor's transfer, time-stamping, assigning recording number, entering in computer, verifying, and cross-indexing. Calculates and collects fees and generates computer receipts.

Interprets document information and transcribes data using recording software to create a permanent record.

Maintains and destroys non-permanent records according to approved state retention schedules.

Answers telephone and email and greets office visitors, responding to inquiries, providing information, and taking messages and/or directing callers to appropriate individual or department.

Provides training to customers to research and retrieve recorded documents using software applications and manually searching recorded documents not electronically scanned or indexed.

Assists customers in setting up accounts for bulk copies.

Prints cash, fee, and fund reports to reconcile receipts and make bank deposits.

Reconciles with bank statements, prepares and submits numerous reports, and writes checks to Treasurer for collections in accordance with the State Board of Accounts.

Monitors, maintains, and orders office supplies as needed.

Assists customers in office and over the phone with signing up for Property Fraud Alert to reduce the risk of property and mortgage fraud.

Prepares and processes claims for office expenses, including completing and copying forms, reviewing charges for accuracy, and submitting to Auditor.

Prepares, processes, and copies Department payroll; reviews hours worked, sick days, and vacation days; and forwards to Auditor.

Assists in preparing annual Department budget, including projecting costs and revenues, and completing and submitting forms.

Performs back indexing and verification of long-standing documents.

Maintains and manages tracking sheet for electronic, mail, and walk-in recordable documents.

Processes large plats, including scanning, copying and importing images into computer for recording, viewing, printing, and exporting images onto disk for microfilming.

Assists local veterans in recording their discharges and signing up for Honor Rewards.

Performs reconcilements of recorder's appropriated fund balance with Auditor's status of budget.

Assists customers in setting up accounts to internally/externally search documents.

Assists in short- and long-term planning for various office projects at Recorder's discretion, including, but not limited to, prioritizing work load, disaster planning, internal controls, book restoration, scanning projects health pandemic plan, and sworn statement for recorder's perpetuation fund.

Prepares and forwards invoices to customers for copies requested and record search subscriptions.

Ensures functions in work schedule are completed in accordance to Indiana code.

Periodically attends meetings and training sessions as necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Thorough 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 stay abreast of and implement new legislation, 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 ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard bookkeeping practices and principles, and ability to perform arithmetic calculations, balance accounts, maintain complete financial records, and prepare related statements and reports.

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

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

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, realtors, appraisers, genealogists, attorneys, abstractors, bankers, 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 difficult persons.

Ability to understand, memorize, retain and follow 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 formal schedules, deadlines, and high volume operations.

Ability to occasionally travel out of town for meetings/training, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs duties in compliance with established Department policies and practices, with priorities primarily determined by service needs of the public. Work is reviewed upon completion of specific duties for technical accuracy and compliance with Department policies/procedures and legal requirements. Errors in work are primarily detected or prevented through proofreading and standard bookkeeping checks. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, realtors, genealogists, appraisers, attorneys, abstractors, bankers and the public for purposes of exchanging/explaining information and resolving discrepancies.

Incumbent reports directly to Recorder.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at a service counter, involving sitting/standing for long periods, bending, reaching, crouching/kneeling, climbing ladders to retrieve records, lifting/carrying objects weighing less than 25 pounds, close vision, speaking clearly, keyboarding, and handling/grasping/fingering objects. Incumbent occasionally travels out of town for meetings/training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Second Deputy for the 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.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name