



HOWARD COUNTY GOVERNMENT **Job Posting**

Complete an application online at
www.howardcountyin.gov

Howard County Government is an Equal Opportunity Employer

CLERICAL

POSITION: PART TIME CLERICAL
DEPARTMENT: RECORDER

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Completes the review and recording of documents and assists public with recording and searching needs under the direct supervision of the Howard County Chief Deputy Recorder.

DUTIES:

- Responsible for recording documents for permanent record, initiating the recording of documents and entering documents into the computerized records management system.
- Reviews all incoming documents in order to ensure compliancy with Indiana Code.
- Collects fees for recordings and copies and enters financial information into system. Maintains cash drawer.
- Enters indexing information into the computers system from recorded documents, in order to create a permanent record.
- Provides professional and courteous assistance to customers searching for records.
- Answers telephone and greets office visitors. Responds to or directs questions regarding the Recorder's Office.
- Scans documents and audits information entered into land records system and corrects any errors.
- Responsible for ensuring documents are returned to their submitter.
- Assists in resolving software and equipment issues as may be needed from time to time.

SKILLS/REQUIREMENTS:

- High School Diploma or GED and more than a year of customer service experience
- Experience working with real estate title work preferred
- Knowledge of the property records and Indiana Code requirements for recording documents and collecting appropriate fees

- Ability to understand and apply public access laws pertaining to records held by the Recorder's Office
- Strong computer and typing skills and must be able to multitask in order to handle a steady flow of documents while assisting office visitors and answering phones
- Strong customer service skills in order to professionally and courteously assist office visitors and answer telephone.
- Ability to perform duties efficiently and meet deadlines amidst frequent distractions, delays and interruptions.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to draft correspondence as the same may relate to document rejection notices.
- Ability to effectively present information and respond to questions from managers and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

RESPONSIBILITY: Recording documents as set out above, assisting office visitors and answering telephones.

PERSONAL WORK RELATIONSHIPS: Maintains frequent contact with other County employees, government and non-governmental agencies and the public when recording documents for permanent record, assisting office visitors and answering telephones. Ability to tactfully communicate verbally and in writing.

WORKING CONDITIONS: Works in a standard office setting with frequent sitting and the ability to move about freely. Some lifting of up to twenty-five (25) pounds and bending, reaching overhead, and frequent monitoring of equipment exists. Very frequent typing, attention to detail, detailed inspection and proofreading is to be expected.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Submit completed application and resume to:
Torie Kelley, Recorder, at
torie.kelley@howardcountyin.gov

Or Mail to:
Howard County
Attn: Torie Kelley
220 N Main St.
Kokomo, In 46901

Deadline to apply is February 24, 2023