

LINCOLN COUNTY, MINNESOTA

POSITION DESCRIPTION

Position Title: Deputy Recorder

Department: Recorder

Date: December 2000

Reports To: County Recorder

PURPOSE OF POSITION:

The purpose of this position is to process, maintain and preserve real estate, birth, death, marriage, notary, ordination, bond and military discharge records. This position is responsible for generating property abstracts, owners and encumbrance reports, and registered property abstracts, and performing additional tasks as assigned by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Create and update various reports and records, including Abstracts of Property, Owners and Encumbrance Reports, Registered Property Abstract, Certificates of Title.

Maintain records regarding judgment, tax lien, delinquent tax, bankruptcies, tax information, and liens.

Maintain recording of vital records, including birth, death, marriage, notary public and ordination certificates. Create certified copies of such records.

Act as Passport Agent for federal government in assisting with passports.

Maintain records of military discharges.

Maintain records in various formats and types of record maintenance, including imaging. Mail records as appropriate. Generate reports to various agencies as required including the State for surcharges collected on vital records.

Record legal documents.

Research and update Tract Index.

Assist the public in person and over the telephone.

Calculate and collect various taxes including deed tax, mortgage registry tax; submit to Treasurer's Office.

Read, interpret and draw legal descriptions.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Attend various training as provided and necessary to update skills and abilities.

Provide bookkeeping records of department monies.

Provide back up to County Recorder in her/his absence.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Some post high school education in bookkeeping or accounting and up to two years experience in accounting, computer applications and software, legal real estate or secretarial work or combination of the above. Experience in working with the public is preferred.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Physical Requirements:

Must be physically able to operate a variety of office machines and equipment, including, but not limited to: computer, telephone, facsimile machine, adding machine, copier, scanning equipment.

Must be able to exert up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, moving or carry job-related objects or materials. Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.

Physical demand requirements are at levels of those for sedentary or office environment work.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages.

Language Ability:

Requires the ability to read a variety of records, forms and correspondence. Requires the ability to prepare forms and correspondence, using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Interpersonal Communication:

Requires the ability of speaking and/or signaling people to convey or exchange professional information. Includes receiving instructions, assignments or directions from superiors.

Environmental Adaptability:

Work is normally performed in an office environment. Headaches, eyestrain, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury.

Signature

Supervisor's Signature

Date

Date

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.