



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Lead Deputy Recorder</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Recorder</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Recorder</u>	<b>JOB CODE:</b> 602	

**DEFINITIONS:**

With general supervision, greets customers, reviews documents for accuracy and completeness, stamps documents and scans them into the computer, assists customers in locating deeds and other public information and provides work direction to other staff.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Greets customers at the counter and receives documents; checks documents for accuracy and completeness; checks and enters incoming closing statements from title companies; signs corrected documents; makes copies and distributes copies to the customer.

Indexes real estate documents; files tax liens; records plats and surveys; issues and files marriage licenses; checks marriage licenses and UCC for accuracy; runs listings and verifies all documents entered each day.

Responds to customer questions; researches records and provides copies to customers; checks plats and surveys; issues billing and receives payments; prepares monthly reports of activity.

**KNOWLEDGE AND SKILL:**

- 1. Good knowledge of standard office practices, record keeping and office equipment and computer software.
- 2. Good knowledge of County and state rules and regulation regarding Recording.
- 3. Good knowledge of Boone County policies and procedures.
- 4. Skill in supervising office staff, and in organizing, scheduling and reviewing work.
- 5. Skill in the use of a personal computer.
- 6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and three years secretarial / office management experience; ability to type 45 wpm.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)