



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy Recorder</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Chief Deputy Recorder</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Recorder</u>	JOB CODE: <u>600</u>	

SUMMARY:

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.

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 and receives documents from customers; typical documents include real estate documents or documents related to marriage licenses, Uniform Commercial Code transactions, servicemen's records, tax liens, and other miscellaneous legal documents; Reviews all documents for accuracy and compliance with statutory recording requirements; Processes incoming payments on account; Rejects and returns documents that do not meet recording requirements.

Scans, codes, and indexes real estate documents; Verifies, processes, indexes, and files tax liens; Records plats and surveys; Issues and files marriage licenses; Checks marriage licenses and UCC for statutory and regulatory compliance; Runs listings and verifies all documents entered each day.

Responds to customer questions; Researches, records, and provides copies (including certified copies) to customers; Checks plats and surveys; Issues billing and receives payments; Prepares morning and night deposits; Prepares monthly reports of activity and quarterly tax lien reports.

Reviews all documents and redacts information as appropriate; Scans microfilm images for transfer to computer; Records military discharges and UCC's.

Prepares night deposit. Acts as a back-up to the Deputy Recorder primarily responsible for marriage licensing.

Performs other duties as required and assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of legal documents such as warranty deeds, land titles, plats, and surveys, sufficient to identify and assess them for statutory compliance.
2. Knowledge of Missouri Statutes related to the recording of documents.
3. Knowledge of standard office practices, record keeping and office equipment and computer software.
4. Good knowledge of Boone County policies and procedures.
5. Ability to understand applicable Missouri statutes and apply them to the recording process.
6. Ability to multi-task with frequent interruption, and prioritize work assignments while maintaining excellent customer service.
7. Ability to understand changing legislation and apply it to the workplace.
8. Ability to establish and maintain cooperative working relationships with the public, other employees, elected officials, and vendors.
9. Ability to work under general supervision and use good judgment in completing tasks.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL prolonged standing, squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

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

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.