

POSITION DESCRIPTION

FRANKLIN COUNTY RECORDER'S OFFICE

WORKING TITLE/ CLASSIFICATION:	Cashier / Recording Services
SALARY/PAY RANGE:	Determined by appointing authority, based on qualifications
BENEFITS:	As approved by appointing authority.
JOB LOCATION:	373 South High Street, 18 th Floor, Columbus, Ohio, Franklin County
HOURS OF OFFICE:	8:00 a.m. – 5:00 p.m. M-F
DIVISION:	Document Recording Division; Recording Services Section
OFFICE:	Franklin County Recorder Terry Brown, 373 S. High St., 18 th Floor, Columbus, Ohio 43215
POSITION STATUS:	Full-Time, Permanent, Non-exempt, Classified

Job Duties:

Records a full range of legal documents including deeds, trusts, deeds, assignments, reconveyances, partnership agreements, declarations, mortgages, subdivision plats, condominium plats, releases of mortgages, etc. and reviews them for accuracy and completeness in accordance with the Ohio Revised Code and departmental and office policies prior to recording. Responds to and resolves inquiries and complaints from the public and/or other departments and agencies. Answers public inquiries regarding legal requirements for recording. Observes principles of good customer service.

Assigns sequential instrument numbers to recordings, initiates initial indexing, calculates and collects appropriate fees and enters transaction into computer system, obtains receipts for customers, prepares documents for office scanning department.

Balances cash drawer and reconciles with the recorded documents to ensure that the fees have been recorded accurately. Completes daily deposits and debits collected from escrow accounts in the Recorder's Office and forwards for the reconciliation, and is accountable for assigned cashiering bank daily.

Receives inquiries and requests for documents by telephone, in person, and by mail.

Other duties assigned by Senior Deputy Recorder or designee.

Reports to: Senior Deputy Recorder, Recording Services

Minimum Qualifications:

High School Diploma or General Education Degree (GED); Ability to read and comprehend simple correspondence. Experience in clerical/office duties, perform mathematical computations, communicate clearly and concisely both orally and in writing, calculate fees, make change and balance cash receipts. Ability to work in standard office environment. Knowledge of various types of recorded/filed documents and the affect of recording them. Knowledge of County and Departmental policies and procedures. Knowledge of legal requirements to record documents. Knowledge of Microsoft Office applications, Knowledge of proper office methods, practices and procedures.

Special Requirements:

May require limited travel; may require some overtime hours; must be able to submit to and pass a personnel background investigation, including a BCI criminal Web Check, driving record check, civil and professional licensing records checks and references

RESUME AND/OR APPLICATION MATERIALS ON FILE WILL INDICATE HOW THE MINIMUM QUALIFICATIONS WERE MET.

If you have any questions or concerns regarding this position, please contact:

Human Resources Department Franklin County Recorder's Office	Phone: (614) 525-3298
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