

FRANKLIN COUNTY RECORDER'S OFFICE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Recording Services Clerk
Dept.: Recording Services	Employment Status: Full-Time
Reports to: Recording Services Supervisor	FLSA Status/Pay: Non-exempt
Normal Hours: 40 hours; Monday–Friday	Civil Service Status: Classified
EEO Status: 06 – Administrative Support	Starting Pay: Typically at \$17.00/hour

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); six (6) or more months of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal Computer, computer software (e.g., Microsoft Office, Outlook, County Fusion, ID Maker Software, and other applicable computer software), fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 30% (1) Assists with the day-to-day operations of Recording Services; receives inquiries and requests for documents by telephone, in person, and by mail; responds to and resolves inquiries and complaints from the public and other departments and agencies; answers public and departmental inquiries regarding legal requirements for recording; prepares mail; processes incoming and outgoing mail; compiles and prepares reports; maintains records.
 - 50% (2) Records a full range of legal documents including but not limited to deeds, trusts, living wills/health care power of attorneys, assignments, conveyances, partnership agreements, declarations, mortgages, subdivision plats, condominium plats, and release of mortgages; reviews documents for accuracy and completeness in accordance with the Ohio Revised Code and departmental and office policies prior to recording; rejects non-recordable documents; creates certified copies of documents.
 - 10% (3) 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 reconciliation; verifies morning cash bank.
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- 5% (4) Assists management, team members, and other departments, as necessary with additional projects.
- (5) Attends meetings, as directed; attends training and seminars, as directed.
- (6) Maintains required licensure or certification, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (1) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: office practices and procedures; *County/department goals and objectives; *County/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; *laws, rules, and regulations regulating the operation of the Recorder's Office; computer software; records management; English grammar and spelling; customer service techniques.

Skill in: typing; data entry; word processing; computer operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving few variables within familiar context; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; prepare accurate documentation; complete routine forms; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; lift files, files boxes, ledger books, etc.; travel to and gain access to work site; be attentive to detail.

POSITIONS DIRECTLY SUPERVISED:

None.
