

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Recorder's Office	Unit:	Legal Records
Name:		Position Title:	
Class Title:	Public Records	Class Number:	42113
Supervisor's Title:	Recorder	Number:	

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

45% (1) Reviews documents presented for recording to ensure recording requirements and standardization laws are met; determines how to code each document presented, counts number of pages, looks for marginal notation requirements and enters data into the computer; ensures accuracy in the order of documents presented for recording; reconciles cash with balance due, collects recording fees and issues receipts; submits state required forms when necessary; validates each document with recording information, page numbers and delivery address; places legal descriptions on each document, along with any special notations necessary for indexing; completes EFT process submitted by County Treasurer.

Knowledge of: (a)*; (b).
Ability to: (f); (g); (h); (i); (j); (k); (l).

45% (2) Responds to public inquiries, questions and requests for copies by telephone, e-mail and in person; provides information, notification and instruction to parties regarding recording requirements; certifies documents; assists other agencies (i.e., Auditor, Treasurer, Clerk of Courts, Probate Court and Veteran's Office); delivers conveyances by mail to the appropriate offices for transfer; greets and assists persons entering the office; operates and maintains office equipment; types additional correspondence as needed.

Knowledge of: (a)*; (b).
Ability to: (f); (h); (i); (j); (k); (m).

5% (4) Balances cash with counter control report; prepares fee, distribution, instrument type and daily reception reports; enters charges for copies into customer charge; compares totals from fee report to daily reception report to ensure accuracy in daily, monthly and yearly totals; updates totals and performs daily backup; prepares pay-ins through the electronic financial system used by the Auditor's Office and Treasurer's Office.

Knowledge of: (a)*; (b).
Ability to: (f); (h); (k); (m).

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OTHER DUTIES AND RESPONSIBILITIES:

5% (5) Performs end-of-month procedures (i.e., charge billing statements, numerous reports) and transfers files electronically to vendor; verifies information sent via email; performs single image volumes and image extracts when prompted; completes or assists with completion of special projects or assignments.

Knowledge of: (a)*; (b).
Ability to: (f); (h); (k); (m).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) organizational policies and procedures*; (b) office practices and procedures.

Ability to: (f) carry out detailed but basic written or oral instructions; (g) copy records precisely without error; (h) communicate effectively; (i) sort items into categories according to established methods; (j) maintain records according to established procedures; (k) develop and maintain effective working relationships; (l) demonstrate ability to lift up to 25 lbs.; (m) add, subtract, multiply and divide whole numbers.