



**RECORDER'S OFFICE
JOB ANNOUNCEMENT**
Posting # 4144-10-20-01

OPENING DATE: October 7th, 2020
CLOSING DATE: October 20th, 2020

JOB TITLE: Deputy Recorder

PURPOSE: Performs a variety of **working level complex and technical clerical duties** designed to expedite the processing, recording, abstracting and archiving of legal documents filed with Uintah County.

ESSENTIAL FUNCTIONS:

- Serves the public through the mail, e-recording or over the counter, produces copies of official documents as requested; collects and receipts fees; conducts daily cash register balancing of daily receipts; processes standard forms for verification of balance and deposits receipts and revenue.
- Performs research of titles, liens, ownership, deeds, and other recorded documents for the public.
- Assists the public in making searches for conveyances, mortgages and other instruments affecting the title to any property and furnishes certified copies of documents.
- Participates in the document archiving process; organizes, scans, films, proofs, disposes of and stores documents according to established guidelines.
- Receives documents from title companies; determines multiple parties to documents and completes "additional indexing" record; processes documents and separates by title; indexes according to standard procedures.

QUALIFICATIONS:

- Graduation from high school with course work in general office practices and procedures; AND
- Two (2) years general work experience providing clerical or secretarial support; OR
- An equivalent combination of education and experience.
- Must possess excellent penmanship skills.
- **Must submit type test with a minimum qualifying speed of 50 words per minute.**

WORK SCHEDULE & COMPENSATION:

- Full Time with Benefits
- \$14.53 per hour

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER