



**RECORDER'S OFFICE**  
**JOB ANNOUNCEMENT**  
Posting # 4144-05-18-02

**OPENING DATE: May 1, 2018**  
**CLOSING DATE: May 18, 2018**

**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. Excellent penmanship a must.
- 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.

**WORK SCHEDULE & COMPENSATION:**

- Full Time with Benefits
- Wage negotiable depending on experience.

For a copy of this announcement or an application, visit our website at [www.co.uintah.ut.us](http://www.co.uintah.ut.us) or call Human Resources at 435-781-5389. For information regarding the Basins attractions visit: <https://www.youtube.com/user/visitdinosaurland>

**An application must be submitted by mail, fax, e-mail, or in person by 5:00 pm on the closing date.**

**Mailing address: Uintah County Human Resources**  
**152 E. 100 N.**  
**Vernal, Utah 84078**  
**Fax #: 435-781-5441**  
**E-Mail: [application@uintah.utah.gov](mailto:application@uintah.utah.gov)**  
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