

# Deputy Recorder

Date Posted:	November 6, 2018
Department:	Recorder
Compensation:	\$15.20 per hour
Hours	Full Time – 40 hours per week
Deadline:	Monday, Nov 19, 2018 at 4:30pm

## **Job Summary**

The Deputy Recorder is responsible for processing and recording legal documents under the direction of the County Recorder or Chief Deputy Recorder.

## **Essential Functions**

### **I. JOB DUTIES: 75%**

1. Responds to inquiries by providing information over the counter or over the phone.
2. Collects filing fees according to an established fee schedule.
3. Records, indexes and processes legal documents received.
4. Assures that satisfactions and partial releases are correctly recorded.
6. Assures that scanned documents are compared for accuracy and that the original is compared to the computer image.
7. Enters information in computer on all recorded documents -- numerical -- grantor -- grantee -- legal description.
8. Enters backlog of prior years of documents, prior to 1994.
9. Issues birth, death, and marriage certificates.
10. Helps public with genealogy searches of ancestor.
11. Assists with recording of Torrens property documentation.
12. Assists the public and others by answering questions concerning real estate transfers.
13. Makes certified copies when necessary.
14. Receives, reviews and works with vital statistics.
15. Enters marriage records in the computer.

### **II. JOB DUTIES: 25%**

1. Assists Recorder with balancing accounts and completing monthly and quarterly reports.
2. Opens, sorts and distributes the mail.
3. Works and supervises according to good safety practices as posted, instructed, discussed, and written in policy. Uses all safety devices provided for their protection and the protection of others. Reports any unsafe condition or act to their supervisor or the safety officer immediately.
4. Completes all other duties as required.

## **Knowledge, Skills & Abilities**

- Knowledge of office procedures.
- Some knowledge of accounting principles

- Skilled in the use of office equipment, including typewriter, computer and calculator.
- Considerable ability to perform detailed work with a high degree of accuracy.
- Ability to establish and maintain effective working relationships with county officials, employees, and the general public.

### **Minimum Qualifications**

Threshold requirement is all of the following:

- High School graduate or equivalent
- 1 year in a related field

### **Physical Demand Analysis Summary**

In a typical 8 hour work day, this person sits 5 hours, stands 2½ hours and walks ½ hour. Some special physical demands include:

1. Up to 30% of the time requires carrying up to 24 pounds.
2. Up to 10% of the time requires lifting up to 24 pounds.
3. Up to 100% of the time requires seeing with near acuity.
4. Up to 70% of the time requires good verbal communication and hearing normal conversation.
5. Up to 30% of the time requires good written communication, seeing with depth perception and being able to distinguish colors.
6. Up to 20% of the time requires reaching above shoulder level and pushing/pulling.
7. Up to 10% of the time requires bending/stooping and crouching.
8. Up to 70% of the time requires use of the hands at waist, chest and shoulder height.
9. Up to 20% of the time requires use of the hands at ear, top of the head, and over the head heights.

### **Benefits:**

This position will receive the following benefits:

- Insurance (Health, Dental, Life)
- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

### **Salary**

\$15.20 per hour (pay range 5)  
Union position, Local 320

### **Hours of Work**

Shift hours 8:00am to 4:30pm. Building hours are 8:00am to 4:30pm.

### **Pension**

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

**Insurance**

All insurance plans are through Blue Cross Blue Shield of Minnesota. Coverage becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$32.88	\$890.44
\$750 Deductible	\$0	\$679.92
\$2000 Deductible	\$0	\$236.58

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$37.98

Single plus one: \$68.30

Family: \$112.02

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.