

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Records Clerk
DEPARTMENT: Recorder
WORK SCHEDULE: As assigned M -F
JOB CATEGORY: Not Used

DATE WRITTEN: May 2006
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Records Clerk for the LaPorte County Recorder's Office, responsible for reviewing and recording a wide variety of property related documents, and miscellaneous documents.

DUTIES:

Receives documents over the counter and through the mail. Examines documents for completeness, properly records each document by following statutory requirements of each, pulls original from appropriate ledger book, makes required notations, and enters on computer.

Receives, verifies, stamps, and numbers Uniform Commercial Code (UCC) statements, enters into fee and cash book and UCC Register, and totals and balances fee and cash book. Maintains UCC filings and indices on activity pertaining to UCC files.

Assists public with plat index, locating correct information for a certain subdivision and photocopying any plat, covenant, and restrictions as requested.

Assists members of the public in locating requested documents, including asking questions to gather information regarding the request, pulling necessary ledger books and searching computer files, answering questions, microfilming and photocopying documents, and directing to appropriate individual or office.

Assists researchers with books in vault and scans old books for archiving.

Answers telephone, determines nature of call, answers inquiries and provides assistance, or routes caller to appropriate individual or agency. Opens and distributes mail as necessary.

Types, copies, records, and files documents, correspondence, and related instruments daily, makes notation, and enters information in department computer.

Maintains accurate and up-to-date filing system, including indexing and entering a variety of legal documents into computer system.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Data entry experience required.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Basic knowledge of legal requirements for the recording property documents, with general working knowledge of County government.

Working knowledge of computer systems/software and peripheral equipment used by the Office.

Knowledge of standard English grammar, spelling, and punctuation, and the ability to perform arithmetic calculations.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to read/interpret legal language and translate legal descriptions on documents, including, but not limited to, deeds, mortgages, liens, court orders, and affidavits.

Ability to teach the public and other searchers to find records and documents.

Ability to type with speed and accuracy and operate office equipment, including computer, printer, typewriter, microfilm reader, calculator, photocopiers, and telephone.

Ability to perform the statutory duties as prescribed for the County Recorder's Office as authorized by the Recorder.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, surveyors, real estate offices, and members of the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and work with others in a team environment on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours and travel out of town, sometimes overnight, for conferences and meetings.

II. RESPONSIBILITY:

Incumbent receives general instruction and performs majority of task according to standard department practices and procedures. Incumbent works under formal guidelines with work reviewed in process and upon completion for accuracy and compliance with accepted procedures. Instructions are received prior to initiation of majority of assignments. Errors in decision or accuracy of work are detected by procedural safeguards or through supervisory review of work. Undetected errors may result in loss of time within the department and/or inconvenience to department employees and the public. Instruments not meeting specified statutory requirements will not be viewed as legal documents in a court of law.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, surveyors, real estate offices, and members of the general public for the purpose of giving and receiving factual information and rendering service.

Incumbent reports directly to the Chief Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting and walking at will, sitting/standing for long periods, lifting/carrying objects weighing between 25 to 50 pounds, speaking clearly, keyboarding, bending, reaching, close vision, hearing sounds/communication, and handling/grasping objects. Incumbent may be exposed to irate/hostile individuals. Incumbent may occasionally work extended hours and travel out of town, sometimes overnight, for conferences and meetings.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Records Clerk for the LaPorte County Recorder's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have

recorder/recordsclerk

received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name