



JOB POSTING

ASSISTANT DEPUTY RECORDER

RECORDER

Applications will be accepted until the position is filled

JOB SUMMARY:

Assist in recording documents in relation to real estate transactions that comply with Missouri Recording Statutes, and issue Marriage Licenses.

RESPONSIBILITIES AND DUTIES

- Assist customers in office and on phone
- Assist public with questions regarding property and recorded documents associated
- Daily trips to post office along with mailing out recorded documents
- Check pre-recorded documents per Missouri statutes
- Perform receipting duties; recording deeds and state and federal tax liens
- Issue & take applications for marriage licenses along with collecting associated fees
- Scan recorded documents
- Index recorded documents
- Balance fees in recording accounts
- File DD214's
- Assist customers with recording of plats and surveys

QUALIFICATIONS AND SKILLS

- High School Diploma or GED preferred
- Must be at least 21 years of age
- Valid driver's license required
- Excellent customer service skills and reliable attendance
- Basic computer system knowledge
- Superior phone skills

SALARY: \$14.04 per hour/ depends on experience

STATUS: Full Time, 40 hours per week; Monday-Friday

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.