



JOB POSTING

ASSISTANT DEPUTY RECORDER

RECORDER

Application Deadline: Open until 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 / Hour + [Benefits](#)

STATUS: Full time, 40 hours per week

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

Posted: Oct 10, 2023 **Initials:** DM