

Deputy Recorder/Microfilm

HURON COUNTY RECORDER'S OFFICE, JOB POSTING

Title: Deputy Recorder
Posted date: 03/13/2025
Reports to: Huron County Recorder
FLSA Status: Unclassified/ Non-exempt
Hours: Part-time (30-32 hours per week)

Job Summary: This position reports to and is supervised by the Huron County Recorder and is responsible for scanning and entering information from documents presented for recording into the software program used by the Recorder's Office.

Starting Wage: \$15.00 per hour; \$15.00 per hour upon successful completion of probation.

Benefits:

- Health and dental insurance
- Paid vacation, sick, and personal time
- Eleven (11) paid holidays
- Retirement Pension
- Public Student Loan Forgiveness Eligible Employer
- Life Insurance Policy

Essential Functions:

- Responds to customer requests in person, by email, or by telephone.
- Fills requests for copies of documents by locating them in the indexes in the Recorder's Office software program.
- Reviews previously recorded documents for personal information per ORC 149.45, and redacts the same.
- Receives documents for recording in person, by mail, electronically (eFiling), or by courier.
- Inspects and record documents and make customer receipts.
- Returns rejected documents with letter of explanation to submitting party.
- Performs scanning, data entry, and quality assurance on documents submitted for recording, including adding marginal references in books.
- Returns recorded documents as directed by submitting party.
- Identifies marginal references and place them in the appropriate record.
- Prints daily Fund Account Report and balance cash drawer.
- Transports outgoing mail to the post office at close of workday.
- Assures that back-up storage system is operating correctly.
- Moves daily pay in from the Auditor's office to the Treasurer's office for deposit when requested.
- Performs other Recorder's Office tasks as requested or required.
- Completes all assigned tasks in a timely manner.

Deputy Recorder/Microfilm

- Maintains regular and predictable attendance.

Preferred Knowledge and Skills:

- Excellent customer service skills, professionalism, and courtesy.
- Work amicably with the public, co-workers, elected officials, and supervisor.
- Communicate with callers and walk-in patrons.
- Attention to detail.
- Above average comprehension abilities.

Required Education and Experience:

- High school graduate/GED.

Preferred Education and Experience:

- Experience in the public sector.
- Experience in office setting.
- Proficiency with software program and computer information systems.
- Experience with scanning and data entry.

Equipment Operation:

All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.

Work Environment: Work is performed indoors in a climate-controlled office setting. Incumbent must be able to bend, stoop, stand, traverse to other areas; go up and down steps, and sit for prolonged periods. Must be able to read and write and operate office equipment, such as scanners, computers, and telephones. Must be able to perform the essential functions of the position with or without reasonable accommodation.

HOW TO APPLY:

If interested submit Resume and Employment Application to Lara Hozalski, Deputy Director of Human Resources, 12 E. Main Street, Suite 513 or hrdirector@huroncounty-oh.gov.com.

You can find our application at: <https://www.hccommissioners.com/employment-opportunities/>.

Deadline: 4/02/2025

AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER