

Dawn Young, Whiteside County Recorder is accepting Applications for a part-time Deputy. See details at www.whiteside.org

Job Title: Deputy Recorder

Pay Grade: 26 (hrly rate minimum \$1 1.40 - maximum \$19.96)

Work Time: 60 hours per pay period

Applicants are subject to background checks.

Applications will be accepted by mail or in person through close of business, January 23, 2017, at the following address:

Dawn Young

Whiteside County Recorder

200 East Knox Street

Morrison IL 6 1270

Job description:

REPORTS TO: COUNTY RECORDER

DEPARTMENT: RECORDER'S OFFICE

GRADE: 26

JOB SUMMARY: Documents and maintains all deeds, mortgages, maps, UCC, vital records and writings authorized by law to be recorded.

MAJOR JOB RESPONSIBILITIES: Works with a microfilm system for the recording of all deeds and documents; files, endorses, indexes, and enters all bills of sale not pertaining to Security *interests* in personal property, crops or fixtures; records military discharges and makes certified copies; ensures the *accuracy*, completeness, and timeliness of the same; provides assistance in real estate searches.

Records and collects all real *estate* documents; posts documents, collects fees and maintains indices of all recordings; record outside of the county vital records such as: birth, death, marriage, and military discharges; files and issues certified copies of documents; ensures the *accuracy*, completeness and timeliness of the same; provides assistance in real *estate searches*.

Maintains and files tax liens, articles of incorporation, survey maps, plats, amendments, general partnerships, and dissolutions; administrators and coordinates tract index system; ensures compliance with departmental policies and procedures.

Records, files, and maintains an alphabetical index of all real estate documents, corporate organization certificates, amendments, general partnerships, and dissolutions.

Files, endorses, enters and indexes all bills of sale not pertaining to security interests and all documents pertaining to security interests in personal property, crops or fixtures.

Provides assistance to the public in real estate searches.

Transmits all monies collected to the proper finance office including the portion submitted to the *state* and records all transactions for future reference.

Monitors the uniform Commercial *Code* Index System.

Performs related work as required.

MATERIALS AND EQUIPMENT USED: General office equipment, computer, microfilm

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent with *one* to two years' experience in filing, working with computers and the public or any equivalent combination of training and experience which provides knowledge, skills, and abilities.

Licenses and Certifications: Ability to be bonded

Knowledge, Skills, and Abilities:

Knowledge of computers and data processing.

Knowledge of business and legal terminology.

Knowledge of *state* laws and statutes relating to the Records' Office.

Knowledge of real estate, vital statistics and other documents.

Knowledge of microfilm processes, techniques and practices.

Ability to communicate clearly and effectively, both orally and in writing.

Class Specification: - Deputy Recorder

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

ESSENTIAL JOB FUNCTIONS: Secretarv/Clerk/Administrative Assistant

1. Must be able to converse with co-workers, organizational superiors and the public.

- Examples:
1. Must be able to answer questions, over the telephone and at the work-site, which may be answered in a variety of ways, depending upon unique conditions which may apply.
 2. Through dialogue determine which forms are required of a customer/client/consumer.
 3. Must be able to formulate both oral and written responses to question concerning the duties and functions of the office as required by law.
 4. Must be able to give directions and advice unique to a particular situation.
 5. Must be able to communicate examples 1 - 4 in writing.
 6. Transcribe dictation
 7. Must have good spelling. .

Abilities: *Good* (corrected) hearing at conversational tones; some jobs may accommodate lip-reading

Proficiently speak, write and read English in order to describe legal, procedural and abstract issues which are oftentimes complicated in nature.

Environment: Over the telephone Over the Counter Maintain confidentiality

2. Must be able to operate all office equipment competently, safely and efficiently¹ perform basic office duties.

Examples: - A demonstrated accurate typing/keyboarding proficiency of 40 words per minute

Use a computer mouse.

Perform basic maintenance on a copying machine.

Document management (Open, close and carry binders, staple/remove staples and collate)

Must be able to operate the following pieces of equipment:

Copying equipment

Computer (keyboard & mouse)

Typewriter

Desktop calculator

Postage meter

Microfilm camera.

Computer Scanner

Engineering Copier

Abilities: Dextrous use of both hands

Good (correctable) vision to be able to read a computer monitor (typically at least 20-30)

3. Must be able to operate a motor vehicle day and night in order to deliver supplies, light equipment, mail, etc.

Class Specification: - Deputy Recorder

To and from the main work site.

4. Must be able to sit for extended periods of time (up to 120 minutes at a time) looking into a computer screen and perform data-entry or prepare documents.

Typically, a minimum of (corrected) 20-30 vision is necessary.

5. Must be able to perform the following repetitive motions during their workday:

Use a computer mouse

Use a computer keyboard 1

6. In a work environment which is oftentimes/occasionally/infrequently noisy, the following mental abilities are essential to the job:

A. A basic proficiency in the four fundamentals of arithmetic

B. A working comprehension of N-S-E-W relationships.

C. The ability to read, interpret and explain the information in a map.

D. The ability to translate scaled measurements.

E. The ability to comprehend lengthy and complex descriptions (i.e., legal descriptions and legal documents)

F. Performing multiple projects with staggered, sometimes inter-related deadlines.

7. Must be able to independently sort and sequence written information into logical groupings.

- Examples:
1. Sort files in alphabetical order by last name
 2. Sort attachments by a meeting agenda
 3. Sort invoices by date
 4. Sort legal documents in numeric order.
 5. Group documents by N-S-E-W directions.

8. Must be able to set priorities and projects/tasks coming from a variety of sources.

9. Lifting and Reaching (No repetitive motion)

A. Must be able to lift 45 lbs from the floor to a table top (approximately 32 vertical inches) several times throughout the workday. (A box of copying paper weighs about 40 lbs.) Box size for lifting is typically no larger than 25" X 15" X 11".

- Other Sizes and descriptions of heavy objects requiring similar lifting:

Object (size)	App.Weight
1 Index Record Books	40 lbs

B. Must be able to lift and transport from one room to another up to 30 lbs several times throughout the day.

C. Must be able to reach overhead in order to store and retrieve files/records. To that end overhead weight may be up to 40 lbs.

D. Must be able to load and unload weights to and from a motor vehicle of up to 40 lbs.