



# **JOB POSTING**

## ***ASSISTANT DEPUTY RECORDER***

### ***RECORDER***

**Applications accepted until position 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:** \$13.00 / hour (based on experience)

**STATUS:** Full Time; 40 hours / week; Mon - Fri

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).**

**Applications available from the HR Dept. or online at [www.taneycounty.org](http://www.taneycounty.org).**

**Contact Human Resources at (417) 546-7237 for information.**

**Posted:** Dec 1, 2022    **Initials:** DM