

## Part Time 1<sup>st</sup> Deputy Recorder

Duties include but are not limited to:

Data entry for deeds, mortgages, releases, liens, ordinances, etc.

Answers phone calls regarding questions from abstractors, real estate agencies, researches, businesses, financial institutions, genealogists, and property owners.

Assists customers at the front counter.

Ensures that all procedures are in compliance with Indiana Code.

Processes all documents through redaction protocols.

Assists as needed with previous day's corrections.

Reviews documents for accuracy prior to recording.

Covers duties of team members as needed.

All other duties assigned by the Recorder.

### **Minimum Requirements**

High School diploma or equivalent is required; some post-high school education preferred; previous background or knowledge in office administration and procedures. Must be knowledgeable in Microsoft Office Suite.