Kane County
Job Description

Job Title:	Deputy Recorder I	**Job Code:**	606
Division:	Customer Service	**Effective Date:**	12/01/10
Department:	County Recorder	**Last Revised:**	12/01/10

GENERAL PURPOSE

Performs a variety of **entry level complex and technical clerical** duties designed to expedite the processing, recording, abstracting and archiving of legal documents filed with Kane County. **Performs as a deputized representative of the County Recorder.**

SUPERVISION RECEIVED

Works under the general supervision of the County Recorder.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Recording: Performs a variety routine administrative and support duties as needed to expedite the day-to-day activities, projects and requirements of the recording office; may orient and train temporary or seasonal co-workers.

Services the public through the mail or over the counter; receives documents and fees; ensures documents qualify for recording according to state requirements; produces copies of official documents as requested; collects and receipts fees; conducts daily cash register balancing of daily receipts; processes standard forms for verification of balance and deposits receipts and revenue.

Processes requests related to recording of legal documents and executing re-conveyances; verifies information, date stamps, assigns recording and indexing codes and numbers; operates computer for entry and retrieval of data related to recordings of deeds, mortgages, marriage licenses, liens, judgments, probates, leases, foreclosures, wills, mining claims, UCC financing statements, defaults, assignments, small claims, divorces, satisfactions, etc.; updates permanent docket books and indexes according to established procedures, assures accuracy of completed entries.

Maintains "Tax Cards", updates and makes changes or transfers; creates tax roll; data enters name changes on parcels; identifies grantor and matches with vested owner; verifies mailing addresses; creates break-out parcels as needed; creates new parcel numbers, draw and inserts new parcels into plat maps; calculates acreage; provides County Assessor with parcel documentation.

Makes copies of documents as requested; processes documents received via mail according to established procedures.

Receives financing statements through mail and over office counter showing debtor, secured party, assignee and description of collateral; time records, and dates said documents, performs data entry on the same.

Creates entry book indices; receives documents from title companies; determines multiple parties to documents and completes "additional indexing" record; processes documents and separates by title; indexes according to standard procedures.

Maintains an abstract record showing tracts, instrument recorded, date and character of instrument, time of filing and the book and page number where the instrument is recorded to show chain of title to each

Assists the public in making searches for conveyances, mortgages and other instruments affecting the title to any property and furnishes certified copies of documents; abstracts legal description into various books and computer records according to property description.

Searches legal documents to identify existing right-of-ways, easements, section dimensions, and landmarks (rivers, streams, etc.) for inclusion on township maps; researches abstract books to determine property ownership or title conveyance.

Operates digital scanning equipment to preserve recorded documents and maintain historical ownership records.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from high school with course work in general office practices and procedures;

   AND

   B. One (1) year of experience performing above or related duties;

   OR

   C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

   Some knowledge of filing and index system operations associated with recording legal documents; the function of the recorder's office and its relationship to other county offices; laws and regulations related to the recording and document archiving; terminology associated with legal documents; interpersonal communication skills; the operation of personal computer or mainframe terminal; various program applications such as word processing, etc.; basic principles of supervision.

   Some Skill in Microfilming Camera operation.

   Ability to letter and draw clearly and artistically; read and understand legal documents; perform complex mathematical computations; calculate acreage; work independently; operate standard office machinery including computer, typewriter, copy machine, and adding machine; communicate effectively verbally and in writing, work quickly and accurately; develop effective working relationships with elected officials, professionals, the public, and fellow employees; work perform in a typical office environment.

3. Special Qualifications:

   Must be able to type accurately. May be required to perform as a notary public.

4. Work Environment:

   Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date:_____
(Employee)