



Angie King

Mercer County Recorder

FULL-TIME POSITION

DEPUTY RECORDER 1 MERCER COUNTY RECORDERS OFFICE

TO APPLY PLEASE SUBMIT THE FOLLOWING:

- Resume with References
- County Employment Application (can be completed on-line & printed)

https://www.mercercountyohio.org/wp-content/uploads/2018/09/Application_Employment_fillable.pdf

May be delivered in person to **Mercer County Courthouse, Room 203**

OR

Mail to: **ANGIE KING**
Mercer County Recorder
101 North Main Street, Room 203
Celina, Ohio 45822

JOB RESPONSIBILITIES:

Under the direct supervision of the County Recorder, the Deputy Recorder is responsible for the process of original real property deeds and other land records as specified under state and local law. Recording Veteran discharge papers and issuing Veteran Document cards.

Recording/data entry as per the ORC. Bookkeeping duties, handling mail, receives payment, performs public relations duties, prepares and maintains records, scanning/imaging documents, performs general clerical duties and answers phones, provides guidance to customers to locate documents. Reconcile and prepare daily financial reports. Provides excellent customer service to the public while working in a team driven office environment. Job categories are shared and rotated.

QUALIFICATIONS:

Completion of secondary education, with course work in secretarial sciences and/or bookkeeping and/or (2) or more years' experience in an office clerical or bookkeeping position including customer service.

Applicant must possess demonstrated organizational skills, excellent verbal and written communication skills, be attentive to detail, have good penmanship, and knowledge of computer operations. Must be able to lift up 25 pounds.