

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Recorder's Office	Unit:	Legal Records
Name:		Position Title:	
Class Title:	Public Records Specialist	Class Number:	42113

Dept./Div.:	Recorder's Office	Civil Service Status:	Unclassified
Reports To:	Recorder	Employment Status:	Full-time
Pay:	Resolution	FLSA Status:	Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with advanced training or one-to-three years' experience in bookkeeping, typing, general office procedures, or equivalent combination; must be bondable.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Calculator, computer, office copier, scanning equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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Class Title:	Public Records Specialist	Class Number:	42113
Supervisor's Title:	Recorder	Number:	

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

36% (1) Reviews documents presented for recording to ensure recording requirements and standardization laws are met; determines how to code each document presented, counts number of pages, looks for marginal notation requirements and enters data into the computer; ensures accuracy in the order of documents presented for recording; reconciles cash with balance due, collects recording fees and issues receipts; submits state required forms when necessary; validates each document with recording information, page numbers and delivery address; places legal descriptions on each document, along with any special notations necessary for indexing; completes EFT process submitted by County Treasurer.

Knowledge of: (a)*; (b).

Ability to: (f); (g); (h); (i); (j); (k); (l).

30% (2) Responds to public inquiries, questions and requests for copies by telephone, e-mail and in person; conducts research and searches to assist the public (i.e., genealogy searches, etc.); provides information, notification and instruction to parties regarding recording requirements; certifies documents; receives, sorts, and processes mail; prepares and scans correspondence for rejected documents; assists other agencies (i.e., Auditor, Treasurer, Clerk of Courts, Probate Court and Veteran's Office); delivers conveyances by mail to the appropriate offices for transfer; greets and assists persons entering the office; operates and maintains office equipment; types additional correspondence as needed.

Knowledge of: (a)*; (b).

Ability to: (f); (h); (i); (j); (k); (m).

27% (3) Indexes all documents recorded in proper database by names of parties, date and legal description; makes any special notations that will assist researchers; prepares documents for scanning; scans each document for archival purposes and masks personal information required by law; views each scanned document for legibility; prepares batch proof and scan audit reports for accuracy; places each document containing a legal description in the appropriate geographical abstract; verifies and edits data from documents to batch proof; returns documents to presenter and completes delivery report.

Knowledge of: (a)*; (b).

Ability to: (f); (g); (h); (i); (j); (k).

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OTHER DUTIES AND RESPONSIBILITIES:

- 5% (4) Balances cash with counter control report; prepares fee, distribution, instrument type and daily reception reports; enters charges for copies into customer charge accounts; compares totals from fee report to daily reception report to ensure accuracy in daily, monthly and yearly totals; updates totals and performs daily backup; prepares pay-ins through the electronic financial system used by the Auditor's Office and Treasurer's Office.
- Knowledge of:** (a)*; (b).
Ability to: (f); (h); (k); (m).
- 2% (5) Performs end-of-month procedures (i.e., charge billing statements, numerous reports) and transfers files electronically to vendor; verifies information sent via email; performs single image volumes and image extracts when prompted; completes or assists with completion of special projects or assignments.
- Knowledge of:** (a)*; (b).
Ability to: (f); (h); (k); (m).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

- Knowledge of:** (a) organizational policies and procedures*; (b) office practices and procedures.
- Ability to:** (f) carry out detailed but basic written or oral instructions; (g) copy records precisely without error; (h) communicate effectively; (i) sort items into categories according to established methods; (j) maintain records according to established procedures; (k) develop and maintain effective working relationships; (l) demonstrate ability to lift up to 25 lbs.; (m) add, subtract, multiply and divide whole numbers.