

Ashland County Recorder
142 W. Second St.
Ashland, OH 44805
Phone: 419-282-4270
Email: ebeebe@ashlandcounty.org

Job Title: Deputy Recorder

Job Description: A Deputy Recorder serves in the Recorder's office and shall answer directly to the Recorder.

Position Summary: Under the direction of the County Recorder, the Deputy Recorder will assist in the process of recording, scanning, indexing, verifying, and maintaining land records pertaining to ownership of land and liens upon it. The Deputy Recorder will also safe-keep permanent land records and help make them accessible to the public.

Qualifications:

Education: High school diploma
1 year of office related work experience

Hours of operation: Monday through Friday 8:00am - 4:00 pm
(35 hour work week with 1 hour lunch break each day)

Job duties:

- Record and scan documents that come into our office via the public and mail
- Index and Verify documents in our County Fusion software
- Read and interpret legal documents including legal descriptions
- Input data into software accurately
- Make accurate change in monetary transactions
- Balance money drawer and prepare deposits
- Process and route incoming mail
- Send back rejection letters of non recordable documents as needed
- Print daily reports
- Answer phones in a timely and courteous manner
- Interact and respond appropriately to customer questions on the phone or in the office
- Assist customers with land search records
- Certify copies of documents
- Maintain records according to established procedures
- Lift up to 20 pounds (heavy books)
- Other duties as assigned by the Recorder

Essential:

- Positive attitude with a willingness to learn
- Ability to develop and maintain effective working relationships with supervisor and co-workers
- Ability to effectively communicate in oral and written form
- Regular attendance and punctuality
- Attention to detail
- Excellent proofreading skills

Helpful:

- Knowledge of deed, legal, and real estate terminology
- Knowledge of Ohio Revised Code
- Knowledge of operating office related equipment
- Knowledge of Microsoft software

Any individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Compensation and Benefits offered: \$17.50 per hour or commensurate with experience. This position is eligible for health and dental insurance and OPERS benefits, vacation, sick, and personal days, as well as 12 paid Holidays. Life insurance is also offered

Recorder's Office employees are unclassified civil service employees and serve at the pleasure of the County Recorder.

Please email resume and 3 references to Erin Beebe at ebeebe@ashlandcounty.org or mail to

Erin Beebe
% Ashland County Recorder
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Application for employment in addition to resume and references

Personal Data:

Have you previously applied for a job with the County of Ashland Yes ☐ No ☐

When? _____

Have you ever been employed by Ashland County Yes ☐ No ☐

When? _____

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Reason for leaving? _____

Are you related to anyone employed by the County of Ashland Yes ☐ No ☐

State name and relationship: _____

Have you ever been employed by another public employer in Ohio? Yes ☐ No ☐

If yes, please provide dates of service: _____

Applicants employment with the Ashland County Recorder's Office are evaluated and selected on the basis of individual merit and ability with respect to the position being filled. Applicants are selected and hired without consideration of race, color, religion, sex, age, national origin, political affiliation, disability, or ancestry.

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