

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

RECORDING CLERK II

**Alabama Career Center
1819 Bassett Avenue, SE
Decatur, AL
Phone: (256) 355-0142**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$14.31 PER HOUR

**APPLICATION WILL BE ACCEPTED THROUGH FRIDAY
DECEMBER 7, 2018.**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

Limestone County

JOB DESCRIPTION

Job Title: Recording Clerk - II

Department: Probate Office

FLSA: Nonexempt

Grade: VI

Job Description Prepared: February 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chief Clerk; Probate Judge

Subordinate Staff: None

Other Internal Contacts: Revenue Commission

External Contacts: General Public; Attorneys and Legal Secretaries; Local Banks; Credit Unions; Mortgage Companies; Realtors; Software Providers; Engineers; Surveyors

Job Summary

Under the direct supervision of the Chief Clerk, the employee performs recording duties for the Probate Office. Employee assist customers with filing and researching needs, makes copies, collects fees, and answers questions. Employee also scans documents into computer software and files documents for efficient retrieval.

Job Domains

A. Customer Assistance

1. Greets customers and assists them; routes to proper individual or office.
2. Answers telephone, routes calls, relays messages, and provides information.
3. Makes copies of records.
4. Looks up records for property, marriage, wills, etc.
5. Assists the front desk as needed.

B. Probate Duties

1. Receives instruments for recording through mail or in person.
2. Reviews documents checking for the accuracy of the filing fee, date, signature, and if notarized.
3. Files plats; checks for all authorized signatures, assigns plat and page number, and keeps record of all plat numbers.
4. Clocks instruments with time/date, assigns tax numbers; fills in filing certificates and makes hard copies.
5. Stamps and scans instruments and other documents into computer system.
6. Returns original documents to the filer after being indexed in computer system.
7. Rotates work stations for efficiency.
8. Ensures monies collected from filing fees match the accurately calculated fee; balances to tax report sheet; submits to Chief Clerk.
9. Prints out indexing report for daily verification; receives documents to make corrections.
10. Records subdivision plats, verifies, collects money from engineer or surveyor, and signs.
11. Conducts file searches for various records such as marriage, financial, military discharges, deeds, and mortgages as requested.
12. Answers questions and provides recording information for customers; calculates recording fees

C. Recording

1. Records subdivision plats, verifies, collects money from engineer or surveyor, and signs.
2. Makes copies of plat, documents and finds deeds.
3. Prepares larger plats for shipment to software company for scanning.

4. Contacts Revenue Commission regarding recently filed plats; assists representative with pulling plat for copies.
5. Receives compressed electronic files of plats; downloads into computer system.
6. Indexes original plat in hanging plat file; places in plastic sleeve.
7. Transfers exported records; stores in security vault.
8. Debits filing fees from personal accounts set up by attorneys.
9. Sends check stubs along with documents to show debits/credits.
10. Writes letter to send with documents for incorrect fee payment.

D. General Clerical/Office Assistance

1. Types any correspondence, forms, or other documents as requested.
2. Prepares proper forms for notary public commission.
3. Issues receipts for notary bond fees.
4. Receives funds for fees charged and writes receipts.
5. Balances cash drawer with daily cash analysis sheet.
6. Notarizes documents.
7. Attends training as required.
8. Faxes documents.
9. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of state, county, and federal statutes and laws.
3. Knowledge of the general principles of accounting.
4. Knowledge of County filing system and procedures.
5. Verbal skills to effectively communicate with co-workers, elected officials, and the general public.
6. Computer skills to effectively create documents and utilize specialized software.
7. Reading skills to read, understand, and explain State acts, federal laws, and guidelines.
8. Writing skills to compose complex letters to citizens and other governmental agencies.
9. Math skills to accurately project budgets.
10. Ability to prioritize work projects.
11. Ability to multi-task.
12. Ability to organize files and work projects.
13. Ability to work with little or no supervision.

14. Ability to pay attention to detail when completing reports.
15. Ability to work independently and exercise judgment to make prudent decisions.
16. Ability to work with public in a courteous, professional manner.
17. Ability to comprehend the liability factor and necessity for accuracy in recording and accounting.
18. Ability to focus and concentrate to accurately file documents, records and money.
19. Ability to transport large, heavy log books.
20. Ability to accurately determine fees required by law.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. At least two years' professional work experience as a Recording Clerk I or work in a related field.
3. Ability to attend conferences and seminars.
4. Ability to become certified as a notary public.
5. Possession of a current and valid Alabama driver's license.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, and commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.