GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: DECEMBER 5, 2013
CLOSING DATE: DECEMBER 11, 2013

DEPARTMENT: **Recorder** **POSITION:** **Recorder Senior Clerk**

LOCATION: **Globe** **JOB CODE:** **13-124**

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: **$22,713.60-$33,716.80 DOE**

NATURE OF WORK

Performs highly responsible and specialized clerical activities and provides customer service to the public in support of functions in the County Recorder's Office.

DUTIES AND RESPONSIBILITIES:

- Responds to general inquiries in person and via telephone regarding recording processes; provides customer service including assisting with document searches and making document copies; instructs public on operation of client computer and understanding documents.
- Processes and records documents received from title companies, attorneys and the general public; may research documents.
- Process documents for recording, checking accuracy of information and required signatures/notary seals, fees and compliance with Arizona Revised Statue; indexes and verifies recorded documentation.
- Classifies categories of recorded documents; scans and inputs recorded documents into online storage and retrieval system.
- Prepares cash deposits and posts payments to customer accounts; processes accounts receivable including microfiche billing and monthly statements; prepares monthly statistical and financial reports.
- Codes accounts payable invoices for processing by the Finance Department; maintains vendor files.
- Processes departmental time recording sheets; charts workflow for Globe and Payson offices as assigned.
- Audits bank deposits, reconciles bank statements and resolves any irregularities.
- Answers questions regarding voter registration process and assists with voter registration activities as required; verifies signatures on petitions and early ballots.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time, occasional lifting of file boxes; frequent use of computers and standard office equipment; working with the general public; may work under stress of deadlines.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and two (2) years Recorder's Office experience or general office work; or equivalent combination of education, training and experience. A valid Arizona Driver's License; an Arizona Secretary Election Certification and Handwriting Verification Certification.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Recording activities and processes; real estate documentation and maps; methods for indexing and verifying recording documents; recording computer systems; regulations governing recording activities; customer service standards and protocol; general office procedures and equipment; voter registration processes.

Ability to: Coordinate and perform recording activities; process legal documents in relation to real and personal property; verify recorded information; perform accurate data entry; ensure compliance with regulations governing recording activities; provide customer service to the public, attorneys and title companies; assist with voter registration activities; perform general office duties; communicate effectively orally and in writing.

Skills in: Conducting a variety of recording activities and providing customer service on behalf of a County Recorder's Office.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.