

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

8 RECORDS TECHNICIAN – REGISTER & RECORDER OFFICE
\$12.1560/hr. – 40hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 10/12/2021

REMOVE: 10/19/2021

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: RECORDS TECHNICIAN,
FLSA: Non-Exempt RECORDER OF DEEDS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide administrative support and over-the-counter assistance within assigned records division or department. Duties and responsibilities include, but are not limited to: greeting the public, visitors, staff and other individuals and providing over-the-counter assistance; locating and processing documents and records; delivering paperwork and records to other departments; and performing other duties as required. Duties vary according to assigned division or department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Collects taxes and service fees from tax payers relating to deeds and other legal documents; prepares and types receipts; reconciles account balances of monies received; prepares and makes bank deposits; balances daily ledger with deposit receipts; balances and closes out cash register on a daily basis; reviews and prints daily reports and/or submits to appropriate department for processing.

Prepares various documents for scanning and scans information accordingly; indexes all names and other pertinent information; verifies accuracy and completeness and inputs into computerized databases; maintains documents as permanent files to be retrieved by authorized individuals; maintains confidentiality of all information.

Answers and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, outside agencies, the public or other individuals regarding the proper processing of legal documents and provides information accordingly; resolves problems when appropriate; assists the general public

Types and prepares various correspondence to include letters, legal documents, U.S. military discharge papers, subdivision maps, memorandums, reports and other documents; reviews information for accuracy and completeness; ensures compliance with proper formats; makes corrections and/or additions as needed; enters information into computer databases as necessary; maintains confidentiality of all documents; copies for departmental files.

Organizes and maintains all office records and documentation; ensures supporting documentation is present and that all information is accurate and complete; distributes to appropriate individuals and/or agencies or departments; updates and/or makes corrections as necessary; closes, boxes, archives and/or purges outdated files as necessary; prepares files to be microfilmed.

Greets visitors, the public, staff and clients and provides over-the counter records assistance; resolves conflicts and responds to requests for information; provides forms, applications and other documents and assists clients in filling out required information; pulls files as needed; makes copies of documents.

Receives incoming mail, UPS deliveries and overnight packages; opens, sorts and distributes to appropriate individuals; prepares outgoing mail and overnight packages; delivers mail to appropriate location.

Makes photocopies of various files, documents, correspondence and other items as needed; collates, sorts and distributes to appropriate individuals; maintains copies for departmental use and future reference.

Receives incoming faxes; sorts documents, makes copies and distributes to individual(s) as necessary; maintains copies for departmental files; sends outgoing faxes as requested by supervisor(s) and/or other staff and individuals.

Utilizes various office equipment such as personal computer, mainframe, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties.

Serves as agent for the state to collect transfer taxes from tax payers.

Works effectively with other departments, outside companies, employees and state agencies to resolve issues, answers questions and provide information as required.

Attends meetings, workshops and training classes to stay apprised of changes in current trends within the industry, applies current information to daily work routine, provides feedback to staff regarding new information.

Verifies new tax code numbers and townships ensuring that they are a correct match and then enters into computer.

Is proficient in the use of all office equipment including but not limited to scanners, reader/printers, mainframe, fax machines, and photocopiers. Must keep abreast of new programs as necessary.

Receives documents; reviews for accuracy prior to recording; contacts appropriate attorneys, abstract company or other individuals regarding discrepancies or missing documentation.

Calculates fees due for recording fees, real estate transfer tax, notifying client of any discrepancies.

Scans all documents into a computer database; indexes files and documents into computer mainframe.

Assists public and attorneys in the preparation of statements of value.

Track documents regarding Power of Attorney, verifying the same.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two (2) years of previous experience and/or training involving administrative duties relating to the property deeds, legal documents, or a related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.