

PLEASE POST !!!

OPEN POSITION

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

4 DEPUTY – RECORDER OF DEEDS OFFICE
\$18.95/hr. – 40 HRS/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: 02/09/2026

REMOVE: OPEN UNTIL FILLED

adopted 3/15/23
m-2023-63

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

Classification Title:

Deputy Recorder of Deeds

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Chief Deputy Recorder, Deeds in performing specific administrative functions for the Monroe County Office of Register and Recorder. Duties and responsibilities include, but are not limited to: collecting tax and service fees; maintaining employee leave records; responding to questions received from taxpayers and personnel and providing resolutions; and performing other duties as required.

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.

Reviews Realty Transfer Tax Affidavits on a bi-weekly basis to determine accuracy of considerations before submitting to the PA Department of Revenue as mandated by the Commonwealth. (Not previously listed in job description)

Reviews RTT considerations on a daily basis to determine accurate assessments and reports discrepancies to the PA Department of Revenue. (Not previously listed in job description)

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

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.

Assists Chief Deputy in maintaining employee vacation, sick and personal leave information; completes absentee reports and submits to personnel office; collects time sheets and compares to existing records; reconciles all leave balances with personnel records; notifies employees regarding existing balances and/or discrepancies.

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 digitized for archival conversion. (edited to reflect terminology of current processes)

Consults with solicitor regarding legal advice on various items; certifies all types of documents.

Prepares all notary processing, formerly done by the Commonwealth, by uploading and printing of bonds, swearing in and recording all notary publics; signs documents as required. (time of process doubled since state relinquished their responsibility to the county).

Prepares Apostilles for foreign fiduciaries.

Interacts with attorneys for all matters pertaining to recordable instruments.

Greets staff and the public; 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. Maintains office supply inventory; receives request from other staff for supplies; completes requisitions and orders supplies as needed; consults with purchasing regarding orders.

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.

ADDITIONAL FUNCTIONS

Performs other related duties as required. All deputies are trained in all aspects of duties to provide adequate coverage for vacations and emergencies.

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.

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.

Some tasks require the ability to communicate orally.

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