

Deputy Recorder

Dept/Div: Assessor
Exempt

FLSA Status: Non-

General Definition of Work

Performs intermediate skilled administrative support work recording and preserving County documents including licenses, certificates and discharge papers, and related work as apparent or assigned. Work is performed under the limited supervision of the County Recorder/Registrar of Titles. Limited oversight is exercised over Recorder's Clerks.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Record documents in Abstract and Torrens Departments; run daily reports for balancing/deposit process; prepare daily deposit for Recorder and zoning; verify hand written receipts with daily receipt transaction report.
- Deposit escrow funds into designated accounts when received; process fees/reactivate closed LandShark & Beacon accounts; set up new LandShark & Beacon accounts.
- Create new/cancel old Torrens Certificates of Title; perform data entry for new Torrens memorials; make any necessary corrections to Certificates per Examiner of Titles; prepare Condition of Title; prepare letters, emails and copies for Torrens
- Prepare monthly State report and internal report of marriages filed; prepare monthly invoicing for funeral homes; verify that all dates are entered into Landlink for monthly compliance report.
- Process Federal & State tax liens; check State system for Federal tax liens; process wire-in money received for invoice payments for Federal & State tax liens, e-recordings, funeral homes, etc.; contact State of Minnesota or IRS if problems with State or Federal tax liens.
- Review incoming plats received for recording; prepare file if recording or rejection sheet if rejecting; when plat is recorded, set up new plat information into Landlink system
- Perform scanning & rescanning of daily recorded Abstract & Torrens documents, rejected documents & zoning documents; verify image of scanned Abstract & Torrens documents.
- Review incoming documents received for recording in Abstract & Torrens departments, accepting for recording or rejecting; prepare rejection sheets for rejected Abstract and Torrens documents; route files to the Auditor/Treasurer; make calls to taxpayers, title companies, law firms, banks regarding rejected documents; proof read legal descriptions for zoning minor subdivisions and for Torrens certificates.
- Verify State security paper – daily and when orders are received; process birth, death, marriage & military discharge applications for copies; process marriage license applications, including those with 5-day waiver, felony name change, prison marriage, minor marriage; research historical birth, death, marriage records upon customer request; file clergy registration, notary registration & military discharge papers; update MOM's system with marriage certificates filed.
- Instruct taxpayers and other researchers at the counter how to research our system for information; providing customer service when answering phones-answering questions/directing calls; process copy requests for land records.
- Perform data entry of grantor/grantee information; verify grantor/grantee data entry.
- Mail out completed Abstract & Torrens documents; update posting dates for Abstract & Torrens; maintain list of all recorded documents mailed out for Abstract & Torrens departments

- Perform various zoning duties – mail, filing, assist customers, scanning, prepare deposits.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of vital statistics, plats, zoning, Torrens; thorough knowledge of standard office equipment; through knowledge of standard computer hardware and software; thorough knowledge of MOMS (Minnesota Official Marriage site) Landshark, Beacon, Torrens, Lighthouse, legal descriptions; ability to make mathematical computations.

Education and Experience

High school diploma or GED and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires walking and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license

Security Training for Vital Records

Torrens Training

Annual Vitals Training - Minnesota Department of Health