

Recorder Specialist

Dept/Div: Assessor

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work receiving, storing and maintaining records storage, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Recorder/Registrar of Titles.

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 indexes and process Federal & State tax liens
- Receipt in electronic payments and run daily reports for balancing/deposit process/prepare deposit
- Assist with creation/cancellation of Torrens Certificates; perform data entry for new Torrens memorials
- Assist with creation/cancellation of Torrens Certificates; perform data entry for new Torrens memorials
- Review incoming documents received for recording for acceptance or rejection and prepared rejection sheets if needed.
- Perform data entry functions; scans recorded documents and reports; file reports for the offices of Recorder, Assessor, Surveyor, Veteran Services, Auditor and Vital Statistics.
- Double check scanned image of daily documents for retention purposes; review incoming documents via mail and in person for recording purposes.
- Assist customers both at the counter and over the phone.
- Process vital record requests and record various credentials.
- Maintain accurate counts of vital security paper.
- Prepare out-going mail for various divisions.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of the rules, regulations and statutes as they apply to the Assessor's Office; thorough knowledge of birth, death and marriage statistics; thorough knowledge of military discharges and clergy registrations; through knowledge of plat maps; thorough knowledge of invoices and receipts; thorough knowledge of grantor/grantee entry, report filing and rejection sheets; ability to operate standard office equipment including scanner; microfilm scanner and KIP - large format scanner; thorough knowledge of Minnesota Registration and Certification (MR&C), Minnesota Official Marriage Site (MOMS), LandShark, Landlink, Beacon, Torrens for property registration, cash drawer receipting, credit card processing; ability understand legal description, and make arithmetic computations and apply accounting practices.

Education and Experience

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

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires standing, walking and reaching with hands and arms and occasionally requires using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; 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, 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

Security clearance for vitals-birth and death records

Torrens Training

MN Dept. of Health - Annual vitals training

Valid driver's license.