

Hancock County Recorder's Office

Position Description

Position: Deputy Clerk – Full Time

Job Summary: The Deputy Clerk is responsible for efficiently and accurately processing documents within the Recorder's office. Job duties would include, but are not limited to:

1. Filing documents
2. Assisting the public in person and on the phone –with questions and information
3. Entering documents into the computer system
4. Microfilming documents
5. Use of copying and fax units as needed
6. Financial balancing of daily fees and billing statements to various accounts
7. Other tasks, assignments and duties consistent within a public office

Language Ability and Interpersonal Communications – Human Interaction/Communication with the public requires the ability to comprehend a variety of informational documents and describe requirements using prescribed formats. Requires the ability to record and deliver information, explain procedure and follow directions.

Physical Requirements – Requires the physical ability to operate a variety of automated office equipment. Also requires physical movement, including the ability to handle books up to about 25 pounds.

Minimum Training & Experience Required – High School Diploma with a minimum of two years experience in dealing with the public, or any equivalent combination of training and experience which provides equivalent skills, knowledge and abilities.