

JOB DESCRIPTION

IDA COUNTY RECORDER'S CLERK-FULL TIME

This position will assist in maintaining accurate records of real estate transactions, issuance of vital records, game (DNR) licenses and recreational vehicle registrations and assist the county Recorder in the general operation of the Recorder's office.

DUTIES AND RESPONSIBILITIES:

1. Review legal documents for accuracy and completeness and to determine compliance with document formatting standards.
2. Provide property related information in order to assist attorneys, abstractors and the general public by locating documents and assisting in property searches.
3. Enter information from legal documents recorded in to the indexing system accurately.
4. Scan recorded documents and check for accuracy (spelling, document type, legal description correct) before being sent to the Iowa Land Records portal.
5. Issue fishing and hunting license to the general public using the electronic licensing system and answer questions public may have, if not able to answer refer them to the DNR general office or DNR officer.
6. Issue certified birth, marriage and death records using the Iowa Vital Electronic System. Assist public in obtaining affidavits or forms they may need to amend vital records if needed or provide them with the correct contact information at the Iowa Department of Health and Human Services.
7. Assist couples and issue marriage licenses.
8. File military discharge records and provide copies as requested by veteran or veteran affairs representative.
9. Issue boat, snowmobile and OHV registrations, titles and liens using the Recreational Vehicle and Vessel Registration System.
10. Handle other duties and functions as may be assigned reserving the right of the employer to change or amend those duties at any time.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of the legal aspects of documents as well as the ability to comprehend and read legal descriptions.
2. Knowledge of the Code of Iowa as related to the statutory functions of a County Recorder.
3. Ability to determine the accuracy of property related documents.
4. Ability to deal courteously with the public.
5. Knowledge of filing procedures.
6. Knowledge of basic bookkeeping methods and procedures.
7. Knowledge of procedures for recording, indexing and filing legal documents.
8. Basic knowledge of operating and maintaining different types of office equipment including computer, printer, scanner and copy machine.
9. Ability to communicate effectively with the general public in person and on the phone.
10. Ability to make change from cash transactions.
11. Physically able to lift thirty pounds to a height of six feet.
12. Ability to multi task with numerous interruptions.

WORKING CONDITIONS:

Working location is the Recorder's Office at the Ida County Courthouse. May need to obtain records or information from other offices within the courthouse.