

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: RECORDING CLERK II

Posting# 6568-0616md

*May underfill as a Recording Clerk I (6567)

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- A typing test score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 18; 1124 Bi-weekly \$14.05 per hour RCI: Step 14; \$1,024 Bi-weekly \$12.80 per hour
Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: May 31, 2016

CLOSING DATE: June 14, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Performs a variety of clerical duties designed to expedite the processing, recording and filing of legal documents presented to the Utah County Recorder's Office.

DUTIES INCLUDE:

Records documents received through the mail, over the counter or by electronic transmission; produces copies of official documents as requested; collects and receipts fees.

Records all qualified documents by affixing the Recorder's stamp which includes the entry number, the name of the recorder and county where recorded, the date and time of recording, the fee charged, and the party requesting the recording.

Operates computer for entry and retrieval of data related to recordings of deeds, mortgages, liens, judgements, probates, leases, foreclosures, wills, mining claims, UCC financing statements, defaults, assignments, small claims, divorces, satisfactions, reconveyances, subdivision, annexation and miscellaneous maps etc.; indexes according to established procedures; ensures accuracy of completed entries.

Receives documents from title companies, other professionals, and individuals and indexes according to standard procedures.

Operates document scanner and scans documents into the record keeping system; prepares and runs daily transmittal of scanned documents; reviews file for completeness and accuracy; locates and scans missing images as required.

EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of: Standard office practices; proper grammar, spelling, punctuation and Processes and laws related to land ownership records.

Skill in: Reading, writing, and basic math; operating standard office equipment including a 10-key calculator; word processing, data entry, and basic spreadsheets and using various software programs unique to Utah County and/or the Recorder's Office.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task and understand broad objectives and follow general instructions.

REQUIREMENTS FOR EMPLOYMENT:

Recording Clerk I: High school diploma or equivalent and one (1) year of general clerical support work experience.

Recording Clerk II: High school diploma or equivalent and three (3) years of general clerical support work experience.

Both: Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.