

*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 - may underfill as Recording Clerk I** Posting#6569-0915sr

### REQUIRED ATTACHMENTS TO APPLICATION:

- 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, \$13.78 per hour, \$1,102.00 bi-weekly - plus benefits package**  
**Recording Clerk I - Step 14, \$12.55 per hour, \$1,004.00 bi-weekly - plus benefits package**  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** August 20, 2015

**CLOSING DATE:** September 3, 2015

*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.

**Operates** computer for entry and retrieval of data related to recordings of deeds, 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:

#### **Recording Clerk I:**

**Working Knowledge of:** Standard office practices; proper grammar, spelling, and punctuation.

**Skill in:** Reading, writing, and basic math; operating standard office equipment including a 10-key calculator; word processing, data entry, and basic spreadsheets.

**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.

#### **Recording Clerk II:**

In addition to the knowledge, skills, and abilities listed above:

**Working Knowledge of:** Processes and laws related to land ownership records.

**Skill in:** Using various software programs unique to Utah County and/or the Recorder's Office.

**Ability to:** 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. 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.

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

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

