



DEPUTY RECORDER III OPEN POSITION

POSITION PROFILE

Performs a variety of entry level routine and specialized clerical duties designed to expedite records processing, abstracting and archiving of legal documents filed with Duchesne County. Performs such duties under the direction of the Duchesne County Recorder in compliance with and adherence to the statutory requirements mandated under the State of Utah Code Title 17 Chapter 21. Individuals must be able to follow verbal and written instructions, communicate effectively with all levels of the County and the public.

MINIMUM QUALIFICATIONS

- Standard office practices; proper grammar, spelling, and punctuation;
- 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;
- Some knowledge of and experience in filing and index system;
- Professional interpersonal communication skills;
- Intermediate computer skills and ability to learn and use COINS system for electronic recording of records;
- Accurate data entry, 60 w.p.m. preferred;
- Ability to make basic mathematical calculations and experience using QuickBooks;
- Ability to work quickly and accurately;
- Working knowledge of processes and laws related to land ownership records;
- Ability to use various software programs unique to Duchesne County and/or the Recorder's Office;
- Considerable Knowledge of the Recorder's Office Policies and Procedures and laws, codes, or regulations relevant to work performed;
- Basic bookkeeping experience;
- Performs related duties as required to meet business needs.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent;
- Six (6) months general work experience providing administrative, general office practices and procedures including the use of QuickBooks;
- Experience in Title Industry as a title searcher or clerk preferred;

APPLICATIONS

County website at: <http://duchesne.utah.gov>. Email resume to: hr@duchesne.utah.gov

In person: Duchesne County Administrative Office Building, 734 N Center St, Monday through Friday 8:30 AM to 5:00 PM. **By Mail:** ATTN: Personnel Officer: Duchesne County Administrative Office Building, P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHEсне COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND
COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE**