

**MONONA COUNTY
JOB DESCRIPTION**

Position: Recorder Deputy

Reports to: County Recorder

Department: Recorder

Revision Date: February, 2018

GENERAL PURPOSE:

Under general supervision of the County Recorder, the Deputy maintains accurate records of real estate transactions, recreational vehicle registrations, game licenses, and vital records within the county.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Processes applications and maintain registration records of recreational vehicles. Prepares applications and enters information into the computer. Collect sales tax for recreational vehicles as needed. Process gaming licenses. Record real estate transactions, collecting fees and transfer taxes. Recording and processing vital statistics required by the Recorder's office. Any duties and responsibilities of the Iowa Recorders office as they pertain to Iowa Code and other duties as required or assigned.

Prepares monthly and annual reports accounting for money collected from recreational vehicle registrations, game licenses, sales tax, surcharge and real estate transfer taxes and vital statistics fees. Completes and files all necessary reports with the County and State of Iowa along with appropriate payments.

As Deputy, you will be available for all responsibilities of the Recorder's office in the absence of the Recorder.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Individuals must possess the knowledge of proper procedures for registering recreational vehicles and issuing gaming licenses, including calculations of state sales tax and appropriate fees.

Knowledge of the proper location of the many recording books within the Recorder's office.

Knowledge of or the ability to research the Code of Iowa pertaining to the Recorder's duties.

Ability to operate computers and knowledge of the county software used to record documents with the State of Iowa.

Comply with state code in using programs and software issued by the State of Iowa.

Ability to use a calculator and be able to calculate taxes and appropriate fees.
Knowledge of basic bookkeeping practices.

Ability to move or lift heavy books weighting up to 50 pounds from shelves to work areas.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

High school graduate or GED equivalent. Specialized courses for general office practices such as computer keyboarding, filing, accounting or bookkeeping and ability to understand legal real estate transactions.

WORK ENVIRONMENT:

Work is inside in an office environment. Majority of work will be in sitting or standing position. Frequently has contact with the public. Work includes frequent interruptions and may have infrequent exposure to loud noises. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

COMPLIANCE:

Compliance with the employee handbook, county policies, and departmental work rules is required.

Monona County is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approval: Kelly H Seward
County Recorder

Approval: [Signature]

Effective Date: 2/19/19