

**MONONA COUNTY  
JOB DESCRIPTION**

**Position:**        **Deputy Recorder**                      **Reports to:**        County Recorder

**Department:**    Recorder    **Revision date:**    July 1993

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**GENERAL SUMMARY**

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

**ESSENTIAL JOB DUTIES**

Processes applications and maintains records of recreational vehicle registrations and game licenses. Prepares application cards, enters information into computer, and prints out registration or license. Collects fees and makes entry into recorder's fee book.

Prepares monthly and annual reports accounting for money collected from recreational vehicle registration, game licenses, sales tax, surcharge and real estate transfer tax. Collects information, prepares appropriate forms, obtains necessary signatures, files and submits copies to state and county along with appropriate payments.

Performs various general office duties such as booting and backing up computer, answering telephone, picking up mail and operating Fax machine. Assists customers in office and over the telephone. Opens and handles incoming mail when Recorder is gone.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of proper procedures for registering recreational vehicles and for issuing games licenses, including calculation of appropriate fees.

Knowledge of the Code of Iowa pertaining to Recorder duties.

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

Knowledge of office filing procedures.

Knowledge of general bookkeeping practices.

Skill in dealing with public, including individuals with a variety of personalities and moods.

Ability to type.

Ability to make change from cash transactions.

Ability to operate office equipment including Fax, photocopier, cash register, calculator, typewriter and computer.

Ability to communicate effectively in written and oral form. Ability to write reports and maintain accurate records. Ability to effectively deal with public in person and over the telephone.

Ability to move heavy books weighing up to 50 pounds from shelves or storage to desk or counter.

### ENTRY REQUIREMENTS

High school diploma or ability to read, write and perform basic mathematics at the high school level. Some business college, experience working in an office setting, and ability to understand legal real estate transactions recommended.

### WORK ENVIRONMENT

Works inside. Majority of work is performed while seated at desk or standing in office. Frequently has direct contact with public. Work includes frequent interruptions.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties, or combine positions at any time.