

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Recorder Tech II

Department: Recorder

Reports to: County Recorder

Status: Non-exempt

The purpose of this position is to assist with the day-to-day activities of the Recorder Department and Registrar of Titles. Duties include, but are not limited to: maintaining office accounting practices, assisting with prepared plans of operation; serves as custodian of official records; recording real estate documents and Vital Statistics documents and certifying to public records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Records real estate documents via mail, counter and electronic recording; determines if document is recordable as set forth by Minnesota State Statutes; stamps recording information on documents; accurately enters documents in tract indexes; makes associated receipts for fees paid.
- Prepares and process all real estate transfers, combinations, annexations, detachments and splits.
- Determines proper ownership before transferring parcels in tax system; draws out legal descriptions for determination of closure and/or parcel splits; collects and determines mortgage registration tax and state deed tax; and reviews e-CRVs for completeness.
- Reviews and receives various reports and documents; birth and death certificates, marriage license applications, lien searches and purchase orders.
- Supports coordination of all functions of the Recorders office; opens incoming mail and distributes same; enters documents in state computer system; performs state-wide computer searches; makes copies of those filed at local level.
- Assists customers with real estate research, genealogy, and Safe at Home transactions.
- Prepares daily, weekly, and monthly reports of fees collected; makes daily and monthly deposits to Auditor/Treasurer; compiles report of surcharges collected; sends well certificates to Department of Health on a quarterly basis; and exports Laredo Images on CDs.
- Responsible for maintenance of office accounting and financing documentation; manages customer concerns; participates in departmental employee training and development.
- Performs other related duties as required.

EQUIPMENT AND SOFTWARE

- 90% of the time is spent operating software, including but not limited to; Microsoft Word, Excel, AVID/Laredo/IVitals. Databases used; MR&C, IScan, MOMS, DADS, AS400, MDR (e-CRV), SOS (tax liens) and E-wells

MINIMUM QUALIFICATIONS

A one to two-year associate type degree with a minimum of one-year experience in the legal administration field.

PREFERRED QUALIFICATIONS

A Bachelor's degree with five years' experience in a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

SUPERVISORY RESPONSIBILITIES

None

LICENSURES/CERTIFICATIONS *to be acquired within the first 12 months of employment.*

- MN Dept. of Health Vital Records Training Certificate

- Deputy Appointment

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of PC operations, software, and networking.
- Knowledge of applications of information technology to solve problems.
- Knowledge of state and federal laws.
- Ability to maintain confidential information.
- Ability to perform technical research on specific problems.
- Requires the ability to interact with people (i.e. staff, attorneys, funeral directors, bank officials, general public and elected officials). Strong customer services skills are essential for this position.
- Ability to establish and maintain satisfactory working relationships with the public, elected officials, department heads, and other employees.
- Ability to manage various issues and information in a confidential manner.
- Ability to present information in a clear and concise manner.
- Ability to research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.

Physical Requirements:

Must be able to move or carry job-related objects or materials. Must be physically capable of reaching to obtain various book, printouts, file boxes, computer paper, etc. Physical demand requirements are at levels of those for office environment work.

Accountabilities Shared by All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Signature

Supervisor's Signature

Date

Date

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