



Madison County Human Resources

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MADISON COUNTY SECOND DEPUTY RECORDER

Full-time employment in the office of Madison County Recorder. IPERS, Medical, and Life benefits eligible position.

Under general supervision of the County Recorder, performs and assists with duties including, but not limited to: recording, maintaining and preserving various legal documents; issues DNR wildlife licenses; processes registrations for boats and off-road vehicles; accepts and processes marriage applications; issues certified copies of vital records; general customer service and administrative office duties.

Visit www.madisoncounty.iowa.gov for an application and job description or contact Human Resources at 515-462-5026 or bmiller@madisoncoia.us. Deadline to submit applications is Friday, 4 December 2020 at 4:00 p.m. Email or send application and resume to:

Madison County Human Resources

PO Box 152

Winterset, IA 50273

Madison County is an Equal Opportunity Employer

POSTED: 11/16/2020

Madison County, Iowa
Position Description – Second Deputy Recorder

Position: Second Deputy Recorder

Reports to: County Recorder

Department: Office of Recorder

Effective Date: November 2008

FLSA: Non-Exempt

Updated: November 2020

General Summary

Under general supervision of the Recorder. Assists in maintaining and preserving official documents affecting title to real estate; issues fish and wildlife licenses; issues boat, snowmobile, ATV, ORV & ORM registrations and titles; maintains and preserves records of vital statistics and issues certified copies of same; accepts marriage applications and issues marriage licenses; records and maintains the privacy of military service records; supervises and assists title researchers and genealogy researchers. Second Deputy reports to First Deputy in Recorder's absence.

Essential Job Functions

The following duties are normal for this position. These duties are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Recording of documents

- Accepts documents for recording according to Iowa Code requirements
- Reviews legal documents received by mail, in person or through the electronic filing system to comply with the state of Iowa document formatting standards
- Manually indexes and scans documents into software system
- Collects appropriate fees and real estate transfer tax where applicable
- Index documents into software program and scans documents for permanent recordkeeping

Vital Records

- Process vital statistic records and complete the documents as authorized by the Iowa Code following regulations of the Iowa Department of Health
- Issues certified copies of birth, death & marriage records through the Iowa Department of Public Health's electronic system at both the state and county levels and creates certified copies of older records from county books.
- Accept and proof marriage applications and prepare necessary documents
- Assists in compiling and submitting a weekly transmittal & certified paper report to the Iowa Department of Health
- Prepare VA death certificates for military veterans

Department of Natural Resources

- Follow all rules and regulations required by the Iowa Department of Natural Resources
- Explain rules and regulations provided by IDNR to customers
- Issue boat, ATV, ORV, ORM and snowmobile registrations, titles and liens on the Recreational Vehicle & Vessel Registration System. And maintain the records
- Process & issue hunting/fishing/deer & turkey licenses on the Electronic License System of Iowa

- Collects proper fees including sales tax, local option tax and out of state use tax for DNR transactions

Military Records

- Accepts documents for recording as authorized by the Iowa Code
- Accepts and records DD214 documents of honorary discharge from military services.
- Processes applications for certified copies for veteran's benefits
- Works with funeral home directors

Other Duties

- Supervise office and employees when Recorder is out of the office
- Balance cash register, computer and documents at end of each day
- Assists Recorder with balancing & preparation of various monthly reports
- Figure and attach proper postage and mail out documents per instructions
- Work with various software vendors to troubleshoot issues
- Answer telephone and be able to give complete and accurate information
- Wait on customers at the counter
- Assists in housekeeping responsibilities
- Works on special projects and other duties as assigned by the Recorder
- Directs researchers, genealogists & the general public in finding public records housed in the Recorder's office

Equipment used by department

- Computer & Scanners
- Photocopy & Fax machine
- Cash Register
- ELSI – Electronic License System of Iowa – DNR
- Credit Card Machine
- Various Printers
- Time Stamp Label Printer
- Telephone

Education / Experience / Qualifications

High school diploma or GED equivalency. General knowledge of real estate legal descriptions is desirable but not mandatory. The ability to work with the public is required. Must have basic computer knowledge and typing skills. Experience with Microsoft Office products (Excel, Word, Outlook, and PowerPoint) is a plus.

Various Job Requirements

- Attendance, accuracy, confidentiality, and dependability are vital to the operation of the department in order to serve the public
- Ability to multi-task in a fast-paced environment
- Must be able to attend periodic training off site
- Communicate within office and with customers effectively and professionally
- Must be capable of accurately handling money and returning change

Physical Requirements and Communication Abilities

- Normal office work environment that involves regular activity walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet and legs in providing various program services.
- Daily lifting and carrying of books weighing up to 40 lbs.
- Sufficient manual dexterity (fingers, hands & arms) to operate cash register, computer terminal, copier and related standard office equipment.
- Requires the ability to review, examine and properly record real estate transactions, agreements, releases, foreclosures, contracts, leases, ordinances, subdivisions, resolutions and related legal documents.
- Numerical aptitude, visual comparison, motor coordination skills, memory for details and familiarity with all controlling statutory provisions contained in 331.601 through 331.609 of the Code of Iowa. Proficient in basic mathematics.
- Communicate effectively with real estate agents, attorneys, financial representatives and the general public. Must listen to customers requests and analyze how you can meet their needs. Problem solving and individual situations must be interpreted and answered daily.

Employee Signature

Date

Employee Name (Print)

Department

Department Head or Elected Official

Date

Human Resources

Date