

A Deputy Recorder performs administrative and record-keeping roles. Here is a general overview of what a Deputy Recorder's job description might entail:

Job Title: Deputy Recorder

Job Overview: A Deputy Recorder is responsible for supporting record-keeping and administrative functions within an office. This role involves tasks related to document preparation, record maintenance, and adherence to established state statutes and legislative decisions.

Key Responsibilities:

1. Record Keeping:

- Follow accurate and up-to-date methods to record a variety of documents using both electronic and manual recording systems.
- Index and categorize documents, ensuring easy retrieval when needed.

2. Document Preparation:

- Analyze various documents presented to be recorded for accuracy, errors and meeting recording requirements prior to presentation to other offices involved in the land records procedure
- Ensure the accuracy and completeness of documents before distribution.

3. Data Entry:

- Enter data into databases and other systems, ensuring data accuracy and consistency.
- Verify and/or reject information as necessary.

4. Correspondence Handling:

- Prepare and send official letters for rejection letters as needed.

5. Retention Management:

- Adhere to established retention schedules for different types of records.
- Coordinate the secure destruction or archiving of records according to policy if assigned to task.

6. Policy Compliance:

- Ensure compliance with organizational policies, legislative procedures related to recording

- Stay informed about any changes in laws in regulations affecting record-keeping practices. ie Indiana Codes and inner office training

7. **Collaboration:**

- Collaborate with other departments to obtain or provide necessary information needed to properly index and record land records and associated documents.
- Assist in the coordination of special projects such as rejections, retention schedules, Property Fraud Alert & Honor Rewards (Veterans)programs.

8. **Customer Service:**

- Provide information and support to internal and external interest properties. (Taxpayers and abstractors)
- Handle inquiries and requests in a professional and courteous manner while maintaining the position of not giving legal advice.

9. **Quality Control:**

- Performs daily audits to verify the accuracy and completeness of records.
- Identify and rectify any discrepancies or errors. Be well trained in efforts to retrieve hard to identify historical records

Qualifications:

- High school diploma or equivalent (Associate or Bachelor Degree will be highly considered).
- Proficient in office software (word processing, spreadsheets, databases).
- Strong organizational and multitasking skills.
- Attention to detail and accuracy.
- Excellent communication and interpersonal skills.

Experience: Relevant experience in administrative supporting role or land records language is preferred.

Please provide references.