



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	MONROE COUNTY RECORDER'S OFFICE
Position Title:	DEPUTY RECORDER
Position Summary:	Incumbent serves as Deputy Recorder for the Recorder's Office of Monroe County, responsible for reviewing and recording a wide variety of property-related documents, and miscellaneous documents.
Qualifications:	<p>High school diploma or GED, some college preferred.</p> <ul style="list-style-type: none">• Basic knowledge of, or ability to learn, legal requirements for the recording of property documents, with general working knowledge of County government.• Knowledge of and ability to operate computer software used by the Recorder's Office,• Ability to perform the statutory duties as prescribed for the County Recorder's Office as authorized by the Recorder.• Ability to effectively communicate orally and in writing with coworkers, computer and software users, other County departments, elected officials, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.• Ability to provide public access to or maintain the confidentiality of department information and records according to State requirements.• Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
Salary:	35 hours per week, COMOT B Classification. Approximate starting salary of \$38,366.
Deadline for Application:	Posted November 15, 2024 . Accepting resumes with applications until the position is filled.
Submit Resume and References to:	AMY SWAIN, RECORDER PO BOX 1634 Bloomington IN 47402 812-349-7315 aswain@co.monroe.in.us

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**