

# NOW HIRING

THE EMMET COUNTY RECORDER'S OFFICE  
LOOKING FOR A FLEXIBLE PART-TIME  
2<sup>ND</sup> ASSISTANT RECORDER

*Review of applications & resume's will begin immediately*

*Position open until filled*

*For an application go to:*

*emmetcountya.com & visit employment opportunities or inquire at the*

**Emmet County Recorder's Office**

609 1st Ave N Suite 7

Estherville, IA 51334

712-362-4115

[record32@emmetcountya.com](mailto:record32@emmetcountya.com)

E.O.E.

# EMMET COUNTY JOB DESCRIPTION

## 2<sup>nd</sup> ASSISTANT RECORDER

Department: Recorder Title: 2<sup>nd</sup> Assistant Recorder Date: February 2020

Reports to: County Recorder

### **PURPOSE OF POSITION**

Provides informational and processing services to the public involving the recording of legal instruments and documents pursuant to Section 331.601 through 331.609 of the Code of Iowa; collects and records fees for services; maintains books, files and records; issues various licenses and permits.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**This person must be able to be flexible in hours worked, to cover for vacations, training etc.**

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

Opens and processes incoming mail and emails. Reviews legal documents prior to recording to ensure that the forms and accompanying statements are attached, and in compliance with statutory and policy requirements.

Records and times stamps real estate transactions (deeds, mortgages, extension agreements, assignments, releases, foreclosures, trade names, articles of incorporation, surveys and corner certificates, contracts, leases, agreements, resolutions/ordinances, tax liens, military records, groundwater hazard statements and miscellaneous documents) using a computer terminal to index information; collects or bills for the proper fees, and revenue tax amounts for transfers. Processes e-submissions, (documents sent electronically.)

Scans document, which are the office's permanent image, and returns originals.

Provides technical assistance in an efficient friendly manner (by telephone, walk-in, mail, fax, or email) to attorneys, abstractors, genealogist, realtors, engineers, surveyors and the general public regarding recording and documentation process, property location, legal descriptions and related recorded documents; retrieves and reviews data, and provides requested information.

Serves as Deputy Registrar of Iowa Public Health's Vital Records. Issues certified copies of birth, death, and marriage records. Assists with marriage applications and issues marriage licenses. Seals vital records by order from the State Registrar. Compiles required weekly and monthly Vital Records Reports.

Assist with passport inquiries and photos.

Issues boat, snowmobile, ATV, ORV registrations, titles, and liens. Selling hunting, trapping, and fishing licenses along with trail permits. Explains DNR forms, fees and procedures to ensure an enjoyable visit to our office.

Running errands and light cleaning duties as well.

### **SALARY**

**\$11.50 - \$15.00 Depending on Experience**

### **BENEFITS**

Paid vacation and sick leave, family health, vision, dental, life insurance, and IPERS. Benefits are based at a percentage based on hours employed.

### **APPLICATION PROCESS**

Position open until filled. Pre-employment physical required prior to employment.

Request an application packet:

Email: [record32@emmetcountya.com](mailto:record32@emmetcountya.com)

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609 1<sup>st</sup> Ave N Suite 7

Estherville, IA 51334

712-362-4115

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

# Emmet County Iowa

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_