

## DECATUR COUNTY RECORDER'S OFFICE

### Deputy Clerk Part Time Position

Part-time Clerk for the Decatur County Recorder's Office, responsible for assisting office staff with preserving and maintaining records, including land, power of attorney, military, ordinance, and resolution documents, and assisting the public.

#### DUTIES:

- Data Entry
- Manages historical preservation of documents, including transferring of microfilmed records to electronic format.
- Answers telephone and greets office visitors, answering questions and providing information and assistance, responding to inquiries, complaints, or requests for service.
- Files microfilmed records in cabinet log.
- Performs related duties as assigned.

#### JOB REQUIREMENTS:

- High school diploma or HSE.
- Working knowledge of standard office procedures, basic computer skills, including, Microsoft Office Tools, and the department-specific software application, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Working knowledge of basic filing systems with ability to create and maintain accurate and complete department files.

Position is part-time and works 28 hours/week. Interested applicants should complete an application online and attach a resume to [hr@decatourcounty.in.gov](mailto:hr@decatourcounty.in.gov)

*Decatur County Government is an Equal Employment Opportunity Employer*

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