

## RECORDER'S OFFICE VACANCY – INDEX CLERK

It is the intention of the LaSalle County Recorder's Office to fill an opening for the position of Index Clerk, Grade 1.

This is a full-time union position including benefits.

Work hours are Monday thru Friday, 8:00 am – 4:30 pm.

For more information, job description and application go to the county's website at <https://lasallecountyil.gov/employment>

Interested persons should apply by completing a County Employment application and return it along with a resume to:

**LaSalle County Recorder, Governmental Complex, 707 E. Etna Road, Ottawa, IL 61350.**

# LaSalle County

## Job Description



**Job title:** Index Clerk

**Work Location:** LaSalle County Governmental Complex

**Division/Department:** Office of the Recorder of Deeds

**Reports to:** LaSalle County Recorder / Chief Deputy Recorder

**Employment Classifications:**

- Full-time  Part-time  
 Exempt  Nonexempt  
 Salaried  Hourly  
 Bargaining Unit

**Salary Grade:** 1

**Current Employee holding position is:**

**Essential Duties and Responsibilities:**

**It is the duty of this position to insure the integrity of land records and other documents to be recorded in LaSalle County and to maintain an accurate and indexed account of those records, both public and private, and to assist the public, when necessary in the recovery and viewing of the record.**

- Assist customers on the phone, at the counter and with recording and searching documents of public record and available for public viewing
- Assist Veterans with recording and recovery of military discharge records (not available for public access)
- Record new documents through four-step process - Document prep, processing, auditing and posting
- Collect real estate transfer taxes (PTAX) and other required fees
- Verify all PTAX information and routing for recorded deeds
- Scan old (previously recorded but unscanned) documents and enter into system for back indexing
- Data entry / Back index old documents
- Maintain deed logs/indexes for various subdivisions
- Work with vendors to assure continuity of the Recorder's Office
- Cross-train to perform the additional duties of the position of Index Proof Clerk in the absence of the person currently filling that position
- Perform other duties as assigned by supervisor
- Maintain compliance with all policies and procedures as established by the LaSalle County Board and the Office of the Recorder of Deeds.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

**Education and/or Work Experience Requirements:**

- High School Diploma or equivalent
- Proficiency on keyboard (typing skills) and experience with Microsoft Office programs
- Excellent verbal and written communication skills, and ability to effectively communicate with the public and co-workers
- Ability to follow direction and work independently
- Team player with willingness to support departmental success

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires sitting (6-8 hrs), standing/walking (1-2hrs) and constant use of the hands and fingers for typing/keyboarding. This position may experience occasional stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing, reaching and grasping movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal; extensive reading.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is low.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Essential duties and responsibilities are intended to describe those functions that are essential to the performance of this specific position, and "other" duties may include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**