



Shelby County Recorder

Jodi L. Siegel

129 E. Court Street

Courthouse Annex

Sidney, Ohio 45365-3094

Phone: 937-498-7270 . Fax: 937-498-7272

JOB ANNOUNCEMENT (Full Time Position 33 Hours per week)

JOB TITLE: Deputy Recorder

JOB RESPONSIBILITIES:

Under the direction of the Shelby Co Recorder, perform all duties of the Recorder's office including, but not limited to, record, copy and file public documents, assist the public in obtaining information and perform clerical duties such as data entry, answering phones, operating copier/fax machine and performing cashier functions.

QUALIFICATIONS: (subject to background check)

Must be efficient in data entry (testing may be required); have knowledge of computers and other office equipment such as copiers and fax machines; must be honest, dependable, and punctual and possess good work ethics; able to work well with others as well as independently; possess a friendly personality and be pleasant when assisting the public; good verbal and written communication skills; required to lift large ledgers weighing up to 45 lbs.

Shelby County offers a benefit package including PERS, and Health, Dental & Eye Insurance

Office Hours: Monday – Thursday 8:30- 4:30, and 8:30-12:30 Friday.

Resumes along with the completed application may be sent to jsiegel@shelbycountyrecorders.com or dropped off in person (Mon- Thurs 8:30-4:00, Friday 8:30-12:00). The deadline for submitting resumes is Wednesday, May 5' 2021.

The application may be obtained by visiting the Shelby County Ohio website:
co.shelby.oh.us/careers/ (direct link)
(or from the home page click on **Public Information**, then click on **Careers**)