

# **JOB OPENING**

**Job Title: Part-Time Deputy Recorder**

**Department: Rich County Recorder's Office**

## **GENERAL DUTIES:**

Perform a variety of working level, complex and technical, clerical duties designed to expedite the processing, recording, abstracting and archiving of legal documents filed with Rich County. You must be able to pass a background check. You must be able to work well with others and must be dependable.

Anyone wishing to apply for this position can pick up an application in the Rich County Clerk's Office or on the Rich County Website ([richcountyut.org](http://richcountyut.org)) under Departments/Human Resources & Employment.

Position will remain open until filled. If you have any questions about the job, contact Debra Ames, Rich County Recorder at 435-793-2005, Monday- Friday 9-12, 1-5.