



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 20, 2010

CLOSING DATE: SEPTEMBER 3, 2010

TITLE: SENIOR REALTY RECORDS CLERK

GRADE: 113

DEPARTMENT: RECORDER OF DEEDS

BARGAINING UNIT: AFSCME Clerical/Technical

ENTRY RATE: \$10.75/hour, \$20,963/annual

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED equivalent. Minimum of two years experience in realty records maintenance/procedures. Typing ability of 50 wpm with accuracy.

DEFINITION OF CLASS:

Under general direction, performs duties of the Records Clerk as well as advanced duties related to the recording of various real estate documents.

DUTIES & RESPONSIBILITIES:

Computes realty transfer taxes and collects monies for same. Establishes and collects recording fees for documents presented for recording. Aids in preparation of daily and monthly financial reports. Performs other duties as may be assigned to maintain the flow of work.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Ability to interpret the Realty Transfer Tax Act and related regulations. Advanced knowledge of office procedures and clerical methods of office. Advanced knowledge of legal format and legal language of documents. Thorough knowledge of Russell indexing and coding systems. Ability to perform any and all of the functions of the Realty Records Clerk in his or her absence.