

HELP WANTED: The Grundy County Recorder's Office is accepting applications for a Full-Time Deputy Recorder. This position involves the recording of real estate documents, issuance of vital records, registration and titling of DNR licensed vehicles, and issuance of hunting and fishing licenses. Qualified applicants must have a high school diploma or G.E.D. and a two year degree or equivalent work experience. Experience with reading legal descriptions is preferred. For a full job description, see the link below. If you have questions contact Travis Case at travis.case@grundycountyiowa.gov or by calling the Recorder's Office at 319-824-3234. Applications close January 31, 2025. Grundy County is an Equal Opportunity Employer.

Applications can be dropped off in person at the Recorder's Office or sent by mail to

Grundy County Recorder

706 G Ave

Grundy Center, IA 50638

**Grundy County
JOB DESCRIPTION**

POSITION: Deputy
DEPARTMENT: Recorder

REPORTS TO: County Recorder
REVISION DATE: January 2025

PURPOSE OF POSITION

Under general direction of the County Recorder to supervise and perform duties related to this position. Appointed every four years and approved by the Board of Supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

GENERAL DUTIES

Receives, examines, processes, time stamps and enters into the Recorder's fee book all recorded instruments; examines for signatures, dates, notary statement, seals and other requirements; processes the instruments by reviewing the Declaration of Value Form and Groundwater Hazard Statement for completion if applicable; if a real estate transfer tax stamp is required, assigns a number and amount of stamp and records on the daily balance form. Enters all recorded documents into the computer system.

Wait on customers at the counter to assist them with recording of instruments, marriage application process, issuing of birth, death and marriage certificates, fishing, hunting licenses, registering and titling of boats, snowmobiles, and OHV's, researches records to retrieve requested data, collects appropriate fees and directs customers to proper offices, and other tasks.

Disseminates information concerning recording information, recording requirements, marriage application requirements, process of obtaining certified copies of birth, death and marriage certificates, license regulations, requirements and fees for registering boats, snowmobiles and OHVs and directing callers to appropriate offices.

Communicates with attorneys, abstractors, bankers and the public regarding various problems with instruments and assists in resolving those problems.

Assist the Recorder with preparing and reconciling monthly, quarterly, and yearly reports. Maintain daily record of receipts and disbursements from county bank accounts. Prepare daily bank deposit. Performs the duties of the Recorder in his/her absence.

Additional Duties –

Order supplies as needed for office to function.

Materials and equipment used- Calculator, computer, cash register, debit/credit card device, printers, flatbed scanner and copy machine.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from high school or G.E.D. equivalent is required. Advanced accounting work experience or education preferred. Working knowledge of office machines and computer data entry. Experience in Microsoft Word and Excel is a must. Ability to learn and retain a vast amount of information and procedures. Ability to work with the public under stressful situations. Possess strong communication skills, both verbal and written. Experience reading legal descriptions is preferred.

MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements - Entering data into the computer system using a keyboard which requires extensive use of fingers, hands, arms and regular eye contact. Job involves reaching (horizontal and vertical) to obtain various books, printouts, file boxes, computer paper, and miscellaneous items weighing up to 40 pounds. Sitting, standing at a counter and frequent walking is required.

Ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phones or speaking in person to citizens requiring assistance.

General Abilities - Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior. Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

Proficient in mathematics (addition, subtraction, division, and multiplication). Able to count money and documents; record and verify numbers and figures; balance receipts, checks, credits, and other special funds.

Language Ability & Interpersonal Communication - Ability to maintain composure and interact positively with the public under stressful, interruptive situations in both direct contact and over the phone. Maintain and respect customer confidentiality. Ability to write legibly.

ENVIRONMENTAL ADAPTABILITY

Work is normally performed in an office environment. Headaches, eyestrain, carpal tunnel, and related occupational hazards associated with data entry work would reflect the most common injuries.

Grundy County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

GRUNDY COUNTY, IOWA

EMPLOYMENT APPLICATION

Grundy County, Iowa, is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of age, race, religion, creed, color, sex, national origin, or disability. Please answer ALL questions. Print or write carefully. If you provide false, inaccurate, or incomplete information on this application form or in any interview or if you fail to disclose information requested on this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

Note: If you have a physical or mental disability and you believe that an accommodation may be necessary in order for you to complete this application, please state the kind of accommodation which you believe is appropriate: _____

PERSONAL INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
		Cell Phone	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you 18 years of age or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you legally eligible to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you previously applied for employment with this county?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when and under what name?
Have you ever worked for this county?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?
Is there any name, other than the name stated above, which you have previously used to identify yourself?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, set out.

EDUCATION (TO BE COMPLETED BY ALL APPLICANTS)			
High School		Address	
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree	
College		Address	
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree	
Other		Address	
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree	

GENERAL (TO BE COMPLETED BY ALL APPLICANTS)	
Subjects of special study or research work	
Special skills	
Activities:	

PREVIOUS EMPLOYMENT (TO BE COMPLETED BY ALL APPLICANTS)			
Employer		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

In addition to the foregoing, be sure to include an explanation of all gaps in time of employment by attaching extra pages or providing details on the back of this page. Also, please set out your attendance record with your last three employers. Other than vacation and holidays, how many days did you miss work in the last three years? _____
 How many months have you been unemployed in the last twelve months? _____
 How many months have you been unemployed in the last 36 months? _____

TERMINATIONS AND DISCIPLINARY ACTION (TO BE COMPLETED BY ALL APPLICANTS)

For purposes of the following questions, the term "fired" means firing from employment, termination of employment, discharge from employment, or any involuntary separation from employment, and the term "quit" means a resignation from employment, a failure to return to work, or any voluntary separation from employment. If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have you ever been fired? YES NO

Have you ever been asked to quit? YES NO

Have you ever quit after being told that you would be fired if you did not quit? YES NO

Have you ever quit after being advised disciplinary action would be taken against you? YES NO

Have you ever quit after disciplinary action was taken against you? YES NO

For purposes of the following questions, the term "disciplinary action" means any adverse action taken by the employer against the employee for reasons relating to conduct or performance and the term includes, but is not limited to, counseling, verbal warnings, written warnings, verbal reprimands, written reprimands, paid suspensions, unpaid suspensions, days of reflection, and involuntary separation from employment. If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have any of your previous employers ever taken any disciplinary action against you? YES NO

Have you ever been ordered, directed, or required to pay money to your employer as a part of disciplinary action that was taken against you? YES NO

Have you ever been ordered, directed, or required to return property to your employer as a part of disciplinary action that was taken against you? YES NO

CRIMINAL RECORD (TO BE COMPLETED BY ALL APPLICANTS)

The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor. If you answer "yes" to any of the following questions, you must provide details on the back. Note: Convictions will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.

Have you ever been convicted of a felony? YES NO

Have you ever been convicted of a serious misdemeanor? YES NO

THEFT (TO BE COMPLETED BY ALL APPLICANTS)

For the purposes of the following questions, the term "theft" means taking, possession, or controlling property belonging to an entity (such as a company, partnership, or sole proprietorship) or belonging to another person without the right or authorization to do so. "Theft" includes, but is not limited to thefts of cash (currency and coin), thefts of checks, thefts of funds (by wire transfer or otherwise), misuse or unauthorized use of credit/debit cards, thefts of property, misuse or authorized use of accounts or allowances (clothing, mileage, meals, etc.), thefts of time (timekeeping abuse, improper use of leaves of absence, employer time spent on non-employer related matters, etc.), and thefts of service (use of employer's property to perform unauthorized work).

I. Have you ever committed an act of theft that involved your place of employment? YES NO

If your answer is "yes" to the preceding question, you must answer the following questions.
Was the act reported to or identified by the employer? YES NO

Did the employer take any disciplinary action against you? YES NO

Did the employer report this action to law enforcement? YES NO

Did you pay money or transfer any property to the employer as a result of your act? YES NO

II. Have you ever committed an act of theft that did not involve your place of employment? YES NO

If your answer is "yes" to the preceding question, you must answer the following questions.
Was that act reported to or identified by the victim? YES NO

Did the victim report this action to law enforcement? YES NO

Did you pay money or transfer any property to the victim as a result of your act? YES NO

MILITARY SERVICE (TO BE COMPLETED BY ALL APPLICANTS)

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

REFERENCES (TO BE COMPLETED BY ALL APPLICANTS)

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

DISCLAIMER AND SIGNATURE (TO BE COMPLETED BY ALL APPLICANTS)

I certify that the statements made by me in this application and all related information which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, incomplete or misleading information in my application or interview, I will not be eligible for employment, or, if I am hired, that I may be terminated regardless of the date on which Grundy County discovers the violation of its policy regarding application form dishonesty.

In connection with my application for employment with Grundy County, I expressly authorize the release to Grundy County of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge Grundy County and any other person, firm, agency or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to Grundy County as part of my application for employment.

If I am offered and accept employment with Grundy County, I understand that my employment is At Will and that my employment may be terminated at any time and for any reason either by me or by Grundy County.

Signature	Date
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NOTE: Please feel free to attach a resume.