

## **JOB POSTING**

Job Title: Second Deputy, Recorder of Deeds  
Civil Service Status: Non-civil Service  
Employment Status: Part-time, collective bargaining  
Office: Recorder of Deeds Office  
Reports to: Recorder of Deeds  
Work Location: Courthouse  
Wage Rate: \$13.54

### Essential Job Functions:

The successful applicant will work directly for the Recorder of Deeds and will assist the Recorder on all daily operations, including:

- 1) Prepare daily deposits for Recorder's account and Collector account
- 2) Prepare daily State Realty Transfer Tax commission check
- 3) Scan all recorded documents
- 4) Verification of recorded documents and scanned images
- 5) After documents have been verified and fees have been balanced return original documents to customer and maintain record of return date of each document
- 6) Prepare monthly deed transfer report along with copies of each deed for County Assessment office
- 7) Balance local realty transfer tax collected for each municipality daily
- 8) Assist the public with use of office indices and use of copiers and computers
- 9) Provide information from office records to attorneys, banking institutions, title companies and individuals requested by phone, mail and in person.

The Second Deputy also performs the duties of the Recorder of Deeds and First Deputy in their absence.

The above job description includes the typical daily responsibilities, but is not limited to only those. At this time a back scanning project has been undertaken and documents are being scanned and incorporated with the corresponding data which was converted from previous vendors into the current system. This will allow the image to be available along with the recorded information. Many other projects similar to this have been undertaken by the employees in an effort to provide better access to the records.

**\*\*\*FINAL DETERMINATION TO BE MADE BY ELECTED OFFICIAL\*\*\***

Interested persons should submit a McKean County application and Resume to:

Kathy L. Roche, Director  
McKean County Human Resources Office  
500 West Main St.  
Smethport, PA 16749