



**Carbon County  
Job Description**

<b>Title:</b> Deputy Recorder	<b>Job Code:</b>
<b>Department:</b> Recorder's Office	<b>Effective Date:</b>
<b>Reports To:</b> County Recorder	<b>Last Revised:</b> Jan. 2023
<b>Full Time</b>	<b>FLSA Status:</b> Non Exempt

**Overall Responsibility:**

Day-to-day operation of Recorders Office, recording documents, deeds, etc. Assists public, title people, and realtors in researching documents

**Key Tasks and Responsibilities:**

Records documents as they come in  
Records deeds, plats & surveys  
Proofread for accuracy of all entered documents  
Ownership changes (legal description) in tax roll  
Printing of maps on plotter  
Assist public with legal descriptions and plat maps  
Print fee and entry reports for tax roll changes  
Any other duties required for office operation

**Skills and Attributes:**

Previous experience (several years) working with public  
Computer knowledge required

**Experience Requirement:**

High school diploma or equivalent  
Knowledge of Carbon County area helpful  
Computer literate

**Physical Effort/Environment:**

Sedentary work. Sitting most of the time, typing, picking up small objects, or pinching fingers together.  
When talking one must convey detailed or important instructions or ideas accurately, loudly, or quickly  
Average, ordinary visual acuity necessary to prepare on inspect documents  
Ability to apply logical thinking to a wide range of intellectual and practical problems  
Able to deal with very difficult concepts and complex variables  
Able to read technical journals, and legal documents

Work is performed indoors in a safe environment with little requirement for physical exertion.  
Must be able to lift 25 pounds (ledger books)

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Employee Signature

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Supervisor Signature

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Date