



Winnebago County

The Wave of the Future

JOB POSTING

<u>POSITION TITLE:</u>	Records Associate
<u>LOCATION:</u>	Register of Deeds
<u>HIRING RANGE:</u>	\$16.38-\$18.06/Hr.
<u>STATUS:</u>	Full time
<u>HOURS PER WEEK:</u>	37.5
<u>WORK HOURS:</u>	8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *August 2022*

<u>POSITION TITLE:</u>	Records Associate
<u>DEPARTMENT:</u>	Register of Deeds
<u>PAY BASIS:</u>	Hourly

PURPOSE AND SUMMARY:

Accurately and professionally performs vital and real estate record functions as dictated by statutes and assigned by the Register of Deeds. Reviews, searches, processes, and verifies official county documents as well as state and county records.

ESSENTIAL FUNCTIONS:

1. Reviews, images, records, indexes, and maintains real estate records (including deeds, plat maps, and mortgages).
2. Accepts, approves, and issues Vital Records (Birth, Death, and Marriage) for filing through the Wisconsin DHS Vital Records System. Records and issues military discharges.

3. Works closely with the general public and various professionals (attorneys, banks, funeral directors, surveyors, and title companies), assisting them with locating, filing, recording, and obtaining public and non-public records.

ADDITIONAL ESSENTIAL DUTIES:

1. Answers telephone, responds to mail and e-mail requests.
2. Assists in preparing and verifying revenue reports for deposit at end of each day.
3. Verifies and corrects existing document index information and images.
4. Rotates between Vital Records and Real Estate Records duties as required.
5. Perform notarial acts as Notary Public.
6. Responsible for monitoring and ordering of office supplies.
7. Handles and processes office payments.
8. Works with County offices, State agencies, and public to resolve problems and other issues relating to both real estate and vital records.
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Register of Deeds and Register of Deeds Supervisor.
2. Works with all Register of Deeds staff. Works closely with Funeral Directors, Surveyors, Title Companies, and public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School diploma or its equivalent required.
2. Related education or experience in vital records or real estate abstracting preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read and understand legal descriptions to determine location of property, recordability, and proper tracking.
2. Knowledge of computer entry, scanning and indexing procedures relating to legal descriptions or vital records.
3. Ability to understand and apply statutory requirements relating to both real estate and vital records.
4. Ability to establish and maintain effective working relationships with fellow employees.
5. Ability to handle money and work accurately with figures.
6. Ability to type accurately at a rate of 40 wpm.
7. Ability to work independently.
8. Strong attention to detail, good organizational skills, and ability to function while dealing with constant interruptions.
9. Ability to work with sensitive and confidential information, using sound judgement and discretion.
10. Ability to interact with customers in a professional and courteous manner.
11. Computer skills including facility with Microsoft Office applications and ability to learn and use indexing/imaging software.
12. Flexibility to adjust work hour or work additional hours based on departmental need.
13. Ability to read cursive handwriting.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Some awkward intermediate to heavy lifting (of document books) required (normally approximately 25 pounds, but occasionally 40 pounds or more).

3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to function in situations encountered in a busy office setting.