

Register of Wills and Recorder of Deeds Office Clerk - Full-time opportunity is available in the Wayne County Court House, 925 Court Street, Honesdale, PA 18431.

The above stated position shall constitute the following:

1. Shall be a Full Time Employee: 35.0 hours per week; Non-exempt Position; Covered by Court Related Employees Contract. Direct supervision by the Elected Wayne County Register of Wills and Recorder of Deeds.
2. Such hours shall be: Daily presence in office from 8:30a.m. to 4:30p.m. with a one hour lunch, Monday through Friday.
3. This offices records documents effecting real estate and collects realty transfer tax, files soldier discharge papers, probates decedent estates and processes inheritance taxes/returns and files various estates papers. Duties to include customer service and assistance, answering phones, accepting documents for recording and estate papers for filing, administering oaths, indexing data and scanning documents in multiple computer systems, proofreading, receipting and reconciliation of funds.
4. This position requires a broad scope of job duties in a busy dual-office setting. Knowledge of regulations and requirements of legal functions of the office and ability to communicate those to the public is key. Employee must possess competent computer skills; typing/keyboarding skills are required; attention to detail and accuracy is necessary; good mathematical skills; good interpersonal skills; good organization skills and communication skills; ability to adapt work schedule and work load based on daily assignments; must be a multi-tasker; must be trustworthy and maintain confidentiality.
5. Employee is subject to the county policy manual and subject to job duties as directed by the Register of Wills and Recorder of Deeds, and the Chief Deputy.
6. Starting salary \$ 9.68/hr. Consideration for advanced degrees or prior/current county service may be considered.
7. **Deadline for applications-4:00p.m. on Monday, December 7, 2015** mail directly to Register & Recorder, Attention: Deborah Bates, 925 Court Street, Honesdale, PA 18431.

Requirements of Candidate

1. High school graduate or equivalency diploma.
2. Preferred experience in an office setting to include phone skills, counter service, bookkeeping, and using multiple computer systems with standard office software.
3. Excellent typing/keyboarding skills. Good time management, organizational and communication skills as well as math skills.

4. Multi-tasking is a priority with functionality between the Register of Wills and Recorder of Deeds offices/systems.
5. Attention to detail and accuracy in work product, and perform duties independently and with other staff on rotating basis.
6. **Must** be flexible with pleasant demeanor. Interpersonal skills and communication with customers in a respectful and helpful manner. Position may expose candidate to delicate matters and must be able to maintain a detached but professional persona.
7. Criminal Record Background clearance.