

**Register of Wills and Recorder of Deeds Office – Accounting Specialist- Full-time opportunity is available in the Wayne County Courthouse, 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 office records documents effecting real estate and collects realty transfer tax, files soldier discharge papers, probates decedents estates and processes inheritance tax/returns and files various estate papers. Duties to include receipting, disbursing and reconciliation of funds, calculating fees and taxes, and recording documents, indexing data and scanning documents in multiple computer systems, proofreading, customer service and assistance.
4. This position requires a broad scope of job duties in a busy dual-office setting. Knowledge of or ability to learn Realty Transfer Tax regulations and Inheritance Tax regulations, Recording Standards with ability to communicate those to the public is key. Employee must possess good accounting skills; good English and Math skills; competent computer skills; good typing/keyboarding skills; good communication, organization and time management skills; attention to detail and accuracy is necessary; ability to adapt work schedule and work load based on daily assignments; must be able to work independently and as a team member. Confidentiality and trustworthiness are required.
5. Significant responsibility for bookkeeping, submission of tax receipts and financial reports, disbursement of taxes and fees.
6. Employee is subject to county policy manual, Recorder of Deeds manual, Register of Wills manual, and subject to supervision by the Register of Wills and Recorder of Deeds, and the Chief Deputy.
7. Starting salary is \$ 10.04 (2016 rate). Increase retroactive back to date of hire upon contract negotiation settlement. Consideration for advanced degrees or prior/current county service may be considered.
8. **Deadline for applications-4:00p.m. on Wednesday, March 29, 2017** mail directly to Wayne County 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. Attention to detail, accuracy in work product and multi-tasking are priority.

3. Excellent computer skills and familiarity with computer systems and standard office software desired.
4. Must be flexible with pleasant demeanor. Interpersonal and communication skills 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.
5. Must be able to maintain confidentiality.
6. Criminal Record Background clearance.