

Muskingum County Recorder

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Zanesville, Ohio 43702-2333
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Cindy Rodgers
Recorder

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: February 5, 2018

DEPARTMENT: Recorder's Office

POSITION TITLE: Deputy Recorder

STATUS: Full-time

DEADLINES: Inside/Outside applicants: February 15, 2018
(Applications and/or resumes received or postmarked after deadline will not be considered.)

QUALIFICATIONS:

- * Knowledge of computer applications & office equipment
- * Previous Customer Service experience preferred
- * Good organizational skills with attention to detail and ability to multi-task
- * Ability to lift up to 35 lbs.
- * Pass all pre-employment screenings

Performs clerical duties such as record, scan, and enter recorded documents into computer system with precise accuracy. Assist customers at the counter and on the telephone with document research and questions regarding Real Estate Documents. Applicants should have a pleasant attitude and the ability to work well with others. Previous office experience and computer knowledge preferred. Applicants should demonstrate dependability, reliability & excellent attendance record. Other duties as assigned by Recorder.

If interested, please submit a cover letter, resume & completed application to:

Muskingum County Recorder's Office
Attn: Cindy Rodgers
401 Main Street
County Courthouse
Zanesville, Ohio 43701
Phone # (740) 455-7107
Fax # (740) 455-7943
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