

# Muskingum County Recorder

P O Box 2333  
Zanesville, Ohio 43702-2333  
Phone: (740) 455-7107  
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Email: carodgers@muskingumcounty.org  
Website: recorder.muskingumcounty.org



**Cindy Rodgers**  
Recorder

## MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

- DATE:** September 14, 2018
- DEPARTMENT:** Recorder's Office
- POSITION TITLE:** Deputy Recorder
- STATUS:** Full-time – 40 hours per week
- DEADLINES:** Open Until Position Is Filled
- 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 completed application, resume & cover letter either in person or by mail by the deadline to:

Muskingum County Recorder's Office  
Attn: Cindy Rodgers  
401 Main Street  
County Courthouse  
P O Box 2333  
Zanesville, Ohio 43702-2333  
Phone # (740) 455-7107  
Fax # (740) 455-7943  
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