



Highland County Administration Bldg.

# Highland County Recorder's Office

**Chad E. McConnaughey, Recorder**

**PO Box 804**

**Hillsboro, Ohio 45133**

**Phone: (937) 393-9954**

**Fax: (937) 393-5855**

**recorder@co.highland.oh.us**

## Part-Time Position Opening:

<b>Job Title:</b>	Part-Time Deputy	<b>Application Deadline</b>	July 28, 2017
<b>Department/Group:</b>	Recorder's Office	<b>Begin Work Date</b>	Tentatively Aug. 21, 2017
<b>Location:</b>	119 Gov. Foraker Pl, Hillsboro	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	20 hours per week/no benefits	<b>Position Type:</b>	Part-time/Yearly
<b>HR Contact:</b>	Chad E. McConnaughey	<b>Date posted:</b>	July 7, 2017
<b>Will Train Applicant(s):</b>	On the job training.	<b>Posting Expires:</b>	July 28, 2017
<b>Work Hours:</b>	10:00 am to 2:00 pm daily		

### Applications Accepted By:

#### FAX OR E-MAIL:

937-393-5855 fax or [recorder@co.highland.oh.us](mailto:recorder@co.highland.oh.us)

Subject Line:

**Attention:** Part-time Job Posting – 20 hours per week and will be on a year by year basis.

#### MAIL:

Chad E. McConnaughey  
 Highland County Recorder  
 119 Governor Foraker Pl  
 PO Box 804  
 Hillsboro, Ohio 45133

### Job Description

#### ROLE AND RESPONSIBILITIES

Deputy would perform the following responsibilities:

- All typical office responsibilities set forth by the Recorder.
- Back-scanning of documents and plats.
- Taking in documents to be recorded and performing necessary office tasks of the Records Office.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

College experience is not required but would be beneficial for completing certain tasks.

#### PREFERRED SKILLS

Applicant must be able to use a computer with basic computer skills, and **must** have above average people skills. Applicant must be able to work in a team setting and have a strong work ethic.