



Highland County Administration Bldg.

Part-Time Deputy – Highland County Recorder’s Office

The Highland County Recorder’s Office is currently accepting applications for the position of Part-Time Deputy.

Role & Responsibilities:

As Deputy, you 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 Recorder’s 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 customer service skills.
- Applicant must be able to work in a team setting and have a strong work ethic.

This position is \$10.00 per hour, 20 hours per week (9:00am to 1:00pm or 10:00am to 2:00pm), and will be on a year-by-year basis. (Benefits are not provided)

Applicants may apply by submitting their resume to:

Email: recorder@co.highland.oh.us

Fax: 937-393-5855

Mail: Highland County Recorder
Attn: Chad E. McConnaughey
P.O. Box 804
Hillsboro, Ohio 45133

*****Resumes must be submitted on or before March 23, 2018.**

*****No Telephone Calls Please!**