



ROCKINGHAM COUNTY

DEPARTMENT OF HUMAN RESOURCES

CAREERS

POSITION: RECORDING CLERK REGISTRY OF DEEDS

Join our team as a Recording Clerk at Rockingham County Registry of Deeds. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. Be a part of an organization you can be proud of.

SCOPE OF POSITION:

Provides service to the public and clerical support to the Department.

ESSENTIAL JOB FUNCTIONS:

- Abstracts specific information from recorded land documents for grantor/grantee indexes.
- Verifies data entry information from edit printout and corrects prior to final entry into grantor/grantee index.
- Provides copies of recorded instruments to the public.
- Assists the public in locating recorded instruments.
- Documents and processes recording fees.
- Cashes out cash register at end of day.
- Reviews and records land documents in compliance with statutory requirements.
- Answers phone and provides information to callers or directs to appropriate personnel.
- Performs other clerical duties such as typing, filing, copying and faxing.

REQUIRED EDUCATION AND EXPERIENCE:

Duties require knowledge of office procedures equivalent to completion of a High School diploma or General Education Degree (GED); and one year of related experience and/or training; or any equivalent combination of education and experience.

SALARY RANGE: \$14.18

STATUS/SHIFT: Full Time / First Shift

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

Walk-In / Mail Applications:

111 North Rd

.Brentwood, NH 03833

Applications can be found online at: Rockinghamcountynh.org/careers

Equal Employment Opportunity

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.