

Rusk County
Register of Deeds Scanning Position

Rusk County is accepting applications for a part-time Scanning position to work in the Register of Deeds office. This position performs computer data-entry of grantor –grantee and legal descriptions from old record books. The person in this position also performs scanning of documents and redaction of vital information. This position is grant-funded and limited to 19 hours a week.

Qualifications: Must be a high school graduate with one year of experience in computer programs. Knowledge of legal descriptions and land record management is preferred.

Wage is \$10.50 per hour. No benefits are offered with this position. For consideration please submit a Rusk County Application for Employment to:

Rusk County Clerk's Office
311 Miner Ave E. Suite C150
Ladysmith, WI 54848

Any questions regarding this position contact CeCe Tesky, Land Conservation and Development Director, at 715-532-2156 or email ctesky@ruskcountywi.us

Closing date for accepting applications is 4:30 P.M. on June 23, 2017. Applications and a complete job description are available on line at www.ruskcounty.org or at the Rusk County Clerk's Office, 311 Miner Ave. E. Suite C150, Ladysmith, WI 54848

This institution is an Equal Opportunity Provider and Employer



RUSK COUNTY JOB POSITION/DESCRIPTION

POSTION: Document Scanning Position

Score: 227.5

General Summary:

This position assists the Register of Deeds in computer data entry of recorded documents prior to computer indexing and scanning. Individual must be knowledgeable of the statutes that govern the recording of property records, maps, plats, other writings authorized by law to be recorded. This work must be performed effectively and is in compliance with Wisconsin State Statutes. The position must receive the public in a friendly and professional manner and maintain confidentiality when necessary. This position reports to the Land Conservation and Development Director.

Note: This is a part time position with a maximum of 988 hours per year, and is grant funded.

I. SKILL

Knowledge: (Level 1)

Requires the ability to understand and follow standard practices and instructions, keep routine records, operate an adding machine and office copier, use a computer terminal to enter and/or obtain information; possess the ability to check, proof, post and file; have knowledge of standard practices and procedures including clerical routines. Equivalent to a high school diploma.

1. Computer experience and capability to operate computer equipment and software is essential.
2. Ability to interpret, recognize and distinguish the different real estate documents.
3. Necessary bookkeeping skills to maintain accounts and fees using spreadsheet software (e.g. Microsoft office).

Experience: (Level 2)

Up to one year experience.

II. RESPONSIBILITY

Supervision: (Level 1)

Individual Contributor – Responsible primarily for own work assignments.

Administrative: (Level 1)

Administrative responsibilities are uncomplicated and routine. Position involves some functional responsibility, generally limited to providing functional advice and guidance to a limited group.

Customer Relations: (Level 1)

This position involves minimal contact with the public or others outside of their assigned work group. Interactions are generally limited to routine departmental issues, and focus is mainly on tasks.

Government Relations: (Level 1)

Minimally involved with government relations. Applies understanding of governmental rules, regulations and guidelines in performance of their job duties.

Safety of Others: (Level 1)

Responsible for own personal safety at work and common sense application of safety standards.

Complexity of Duties: (Level 1)

Duties are routine. Requires the ability to understand and follow instructions. Assignments are largely repetitive or standardized work. Limited analytical or independent decision making.

1. Computer data entry.
2. Index grantor and grantee, legal description and recording information.
3. Scanning documents, maps and other instruments recorded in our office from old books and records.

III. WORKING CONDITIONS

Environmental: (Level 1)

Usual office working conditions – comfortable work environment.

Physical Demand: (Level 1)

The job entails minimal physical demands, typically found in an office environment, with very limited exposure to workplace hazards. Some lifting, moving, bending, twisting, etc. required.