

## **JOB DESCRIPTION: RECORDER OF DEEDS**

County Recorders have the important task of keeping the vital records pertaining to ownership in real estate (land) and to all encumbrances or liens upon it. Without the work of the County Recorder in recording, safekeeping and organizing all documents in a competent and logical manner, it would be nearly impossible to purchase land and be assured of a clear title or to lend money with land as security.

The County Recorder keeps and maintains accurate land records that are current, legible and easily accessible. An important aspect of the Recorder's work is to index each document so it may be readily located. Accurate indexing makes it possible for persons searching land records to find the document necessary to establish a "chain of title" (history of ownership) and ensures that any debts or encumbrances against the property are evident. These invaluable records are utilized by the general public, attorneys, historians, genealogists, and land title examiners.

### **Your County Recorder:**

- ☐ makes a complete, accurate and permanent record of every document pertaining to the conveyance and encumbrance of land within the county.
- ☐ maintains permanent land records, retains them in archival form, and makes them constantly accessible to the public.
- ☐ enforces more than 1200 sections of the state law in the Ohio Revised Code pertaining to the duties of the Recorder's office.
- ☐ ensures that every document received is accurately filed, recorded and indexed.
- ☐ serves on the county's RECORD COMMISSION which authorizes the retention of county records and determines when or how these government records may be disposed.
- ☐ collects fees for documents in the county's general fund
- ☐ maintains an accurate record of all monies appropriated to the Recorder's office for its operation.
- ☐ performs all accounting functions necessary to the operation of the Recorder's office including preparation of annual budgets and reports, vouchers, purchase orders, etc., and maintains all payroll records, sick and vacation leave records and other records pertaining to the Recorder's staff.
- ☐ files annually an ethics report, inventory of office equipment, affirmative action report, depository agreements for funds and every other report as required by law.
- ☐ notifies board of county commissioners and township trustees annually of their duty to file zoning resolutions, maps and amendments.