COLUMBIA COUNTY
Job Description

Job Title: REGISTER OF WILLS AND RECORDER OF DEEDS CLERK
Department: REGISTER OF WILLS – RECORDER OF DEEDS
Reports to: Register of Wills – Recorder of Deeds
FLSA Status: Non-exempt
Preparation Date: October, 2026
2026 Wages: Grade 7C, $17.32/hour;
Hours: Monday–Friday, 8:00 AM – 4:30 PM, 37.5 hours/week, one hour unpaid lunch
Union: Teamsters
Apply: via Indeed or submit application/resume to mstrachko@columbiapa.org

SUMMARY: Records and processes instruments (documents); collects and processes fees, input data into computer, scans all documents into computer system, both current and previous documents. Must possess excellent skills relating to attention to detail and proofreading various documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Records data from deeds, mortgages, assignments, and contractual agreements; update indexing system

2. Processes daily instruments (e.g. deeds, mortgages, agreements, ordinances, etc.) reviewing documents for proper information and preparing docket and file according to established policy and procedures.

3. Reviews and processes applications, correspondence, requests for information, and cash receipts. Makes photocopies and coordinates requests from other offices.

4. Receives payments from walk-ins or mail, verifying amount due, posting funds received, and preparing receipts.

5. Answers phone, greet visitors, respond to inquiries.

6. Scans and indexes all current and previous instruments/documents into the computer system.

7. Checks all prior recorded documents for correctness of indexing.

8. Files miscellaneous estate paperwork.

9. Occasionally prepares bank deposits and records deposits in checkbook register.

10. Any other duties as assigned.

EDUCATION AND/OR EXPERIENCE:
High School diploma or a G.E.D. and six-months experience in an office environment utilizing Microsoft Word, or a comparable equivalent of education and experience.

LANGUAGE SKILLS:
Ability to read, analyze and interpret government regulations.
Ability to respond to public with friendly and professional manner.

MATHEMATICAL SKILLS:
Ability to calculate fractions, decimals and percentages and add, subtract, multiply and divide whole numbers.
Ability to compute rate, ratio and percent.

REASONING SKILLS:
Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:
Work is performed primarily in a sedentary position with daily computer utilization.
May require lifting of large books of recorded documents.

WORK ENVIRONMENT:
Work is performed in an office environment.

The County of Columbia is an equal opportunity employer. In accordance with the Americans with Disabilities Act, as amended, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the Employer.