



THE OFFICE OF THE AUGLAIZE COUNTY RECORDER

Emily K. Schlenker, Recorder

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JOB POSITION POSTING:

The Auglaize County Recorder's Office will be hiring a Full-Time Deputy Clerk. The duties of this position will include but are not limited to customer service, both in-person and on the telephone, receipt of money and financial transactions, recording documents, data indexing, generating historical document references, ensuring accuracy of official permanent records and computerization of records. Strict attention to detail and ability to read cursive writing is absolutely required. Pay range depending on qualifications and experience between \$17.00 - \$18.00 per hour. Only applicants with a High School Diploma or GED will be considered. Secondary Education preferred. Previous customer service in an office setting and knowledge of Deeds, Mortgages and other Real Property Transfer documents a plus.