



THE OFFICE OF THE AUGLAIZE COUNTY RECORDER

Emily K. Schlenker, Recorder

209 S. Blackhoof Street, Suite 103

Wapakoneta, Ohio 45895

(419) 739-6735

Eschlenker@Auglaizecounty.org

POSITION: Deputy Recorder
PAY: \$15.00 - \$16.00 per hour
HOURS: 22 - 26 Hours per week- PART TIME
FLAS STATUS: Unclassified
APPLICATION DEADLINE: August 22, 2025

APPLICATION PROCESS:

Persons interested in applying for the position of Deputy Recorder in the Recorder's Office must submit a resume (preferably via email) to:

Alicia.wireman2@jfs.ohio.gov

OR

Via US Mail to:

Emily K. Schlenker, Recorder
Auglaize County Recorder's Office
209 S. Blackhoof Street, Suite 103
Wapakoneta, Ohio 45895

Applicants may be asked to interview with the Recorder, Emily Schlenker, at which time applicants will also be asked to complete an employment application. Telephone inquiries will not be accepted.

Job Duties and responsibilities may include the following:

- Provide courteous customer service in person and on telephone, and assist customers with searching records
- Record, Index and scan documents pertaining to real estate, collect accurate fees and issue receipt
- Perform quality control checks of public and historical records
- Process verbal, written and emailed requests for documents
- Back scanning of historical records
- Other duties as may be assigned

Required Qualifications:

- High School Diploma or GED
- Must be able to produce effective, clear, written communication, and read and comprehend detailed written material promptly and accurately
- Must have intermediate computer skills
- Must be able to multi task and maintain flexibility due to shifting work flow
- Must be able to read cursive handwriting and maintain clear, legible handwriting
- Must be able to perform light to moderate lifting (up to 35 lbs.)
- Previous experience and understanding of Real Estate Documents and Ohio Revised Code is a plus
- **Must attend work on a regular and timely basis as assigned**

Auglaize County is an Equal Opportunity Employer. Pursuant to the Americans with Disabilities Act of 1993, Auglaize County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, Auglaize County will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties. Any request for such an accommodation must be made at the time that the interview or other job-selection procedure is scheduled.