

# HOLMES COUNTY ENGINEER'S OFFICE

<b>Job Title:</b>	Deed Review Specialist (Entry Level Position)		
<b>Position Type:</b>	Full-time	<b>Address:</b>	75 East Clinton St Millersburg, OH 44654
<b>Typical Work Schedule:</b>	8:30 a.m. – 4:30 p.m. Monday-Friday	<b>Pay Range:</b>	
<b>FLSA:</b>	Hourly, Non-exempt	<b>Civil Service:</b>	Classified
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>Detail oriented</li> <li>Good written and verbal communication skills</li> <li>Good Computer skills</li> <li>Experience working with real estate records preferred, but not required</li> </ul>			
<b>Job Description</b>			
<p><b>The Deed Review Specialist is an Entry Level Position in an office environment. There is advancement potential within the Holmes County Land Records Office for the right individual.</b></p> <p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>Review deeds and related documents for transfer of land ownership (Training provided)</li> <li>Communicate necessary changes to submitted deeds in written and/or verbal format. (Training provided)</li> <li>Answer questions of public in-person, via phone or email.</li> </ul> <p><b><u>NON - ESSENTIAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>Performs related functions as required</li> </ul> <p><b><u>SKILLS AND ABILITIES</u></b></p> <ul style="list-style-type: none"> <li>Communicate effectively in both written and verbal form</li> <li>Ability to organize materials</li> <li>Ability to complete tasks without supervision</li> <li>Ability to work as part of a team</li> </ul> <p><b><u>IMMEDIATE SUPERVISOR:</u></b> Land Records Supervisor</p> <p><b><u>PHYSICAL EFFORT</u></b></p> <p><b>PHYSICAL REQUIREMENTS</b> The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.</p> <p><b>PHYSICAL ACTIVITY</b> The physical activities of the position are typing, talking, hearing, listening, reaching, crouching, and walking. The minimum visual activity is close to the eyes and requires viewing a computer monitor and reading information.</p> <p><b><u>WORKING CONDITIONS</u></b> Inside</p>			

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**PERSONAL WORK RELATIONSHIPS**

Contact is with co-workers, employees from public and private sector organizations and the public.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:

Date: