

# **Internal Recruiting Announcement**

## **Board Finance**

### **Job Title: Recording Clerk**

**Duties include:** Perform clerical duties related to the recordation of documents including, but not limited to scanning, indexing and verifying. Answer inquiries from customers regarding documents which are to be recorded and be able to assist customers on how to search the Official Records. Issue marriage licenses. Balance cash, checks and credit cards to a Daily Receipt Report. Other duties as assigned.

Knowledge of recordable documents, knowledge of Department of Revenue's Documentary Stamp Tax and Intangible Tax preferred. Knowledge of the Florida Statutes pertaining to real estate and related recordings preferred.

### **Posting Dates:**

**January 9, 2018-until filled**