

# **Muskingum County Recorder Position Opening Announcement**

- DATE:** April 7, 2025
- DEPARTMENT:** Recorder's Office
- POSITION TITLE:** Deputy Recorder
- STATUS:** Full-time – 40 hours per week  
Monday – Friday 7:30 AM – 4:30 PM
- SALARY RANGE:** Wage based on experience & qualifications
- DEADLINES:** Open Until Position Is Filled
- QUALIFICATIONS:**
- \* Knowledge of computer applications & office equipment
  - \* Excellent customer service skills
  - \* Experience with scanning & data entry
  - \* Good organizational skills with attention to detail and ability to multi-task
  - \* Ability to lift up to 35 lbs.
  - \* Pass all pre-employment screenings
  - \* High School Diploma, GED or equivalent

Performs clerical duties such as record, scan, and enter recorded documents into computer system with precise accuracy. Assist customers at the counter and on the telephone with questions regarding real estate research & documents. Applicants should have a pleasant attitude and the ability to work well with others. Previous office experience and computer knowledge preferred. Applicants should demonstrate dependability, reliability & excellent attendance record. Other duties as assigned by Recorder.

If interested, please submit completed Application & Resume either in person or by mail to:

**Muskingum County Recorder  
Attn: Cindy Rodgers  
401 Main Street  
Muskingum County Courthouse  
P. O. Box 2333  
Zanesville, Ohio 43702-2333  
Phone # (740) 455-7107  
Fax # (740) 455-7943  
recorder@muskingumcounty.org**

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