



Employee Job Description

Department: Mercer County Recorder's Office

Position Title: Clerical Assistant

Pay Classification: TCC 07 (Entry \$19.64/hr.)
Raise at 6 mo. (\$20.10) and one year (\$20.72)
M-F days (8:30 AM to 4:30 PM)
13 Paid Holidays per year
Paid Vacation and Sick Time
County Pension Plan and Full Medical Benefits Package

Reports To: County Recorder

Date of Job Description Creation/Update: 08/28/2025

Overall Descriptions of the Position:

Responsible for technical administrative activities and assist management in the proofing/recording/indexing of legal documents pertaining to real estate transactions and military discharge records.

Position Requirements:

- ◆ High School Diploma or GED and three years related experience and or training; or equivalent combination of education and experience.
- ◆ Experience in the real estate and/or legal field strongly preferred
- ◆ Proficient in and able to use and operate personal computers and related software as well as other office equipment with accuracy and reasonable speed.
- ◆ Excellent written and verbal communication skills
- ◆ Advanced customer service skills required
- ◆ Advanced math calculation skills for the collection of fees and taxes
- ◆ Excellent problem-solving skills, comprehension skills and the ability to function independently as well as ability to work effectively with co-workers and customers.
- ◆ Must be able to multi-task and work with regular interruptions.

Position Duties:

- ◆ Receives, proofs and records various legal documents pertaining to real estate.
- ◆ Accepts, processes and posts receipt of monies for all documents filed in the office.
- ◆ Processes and prepares military discharge documents and coordinates with the Mercer County Veteran's Affairs Office as necessary.

- ◆ Enters alpha, numeric or symbolic legal data from source documents into computer following vendor format.
- ◆ Compare data entered against source documents, or re-enters data in verification format on screen to detect errors.
- ◆ Prepares reports in compliance with state and local regulations.
- ◆ Answers request for information from attorneys, title searchers and the general public via telephone or in person.
- ◆ All other duties as assigned

Physical Requirements:

- ◆ Must be able to stand, sit, and walk at will.
- ◆ Must have the ability to engage in frequent or constant computer use.
- ◆ Must be able to bend, stoop, kneel, squat
- ◆ Must be able to lift up to 20lb on a regular basis and up to 50lb on an occasional basis.

How to Apply:

Please send a letter of interest, salary history, resume, and completed standard County of Mercer Application for employment to:

Mercer County Human Resources
125 S Diamond St., Suite 17
Mercer, PA 16137

Deadline to Apply: Available Until Filled