



## Recording Clerk

**Position Type:** Full-Time

**Location:** Prescott, AZ

### Description:

The Recording Clerk assists the title department by preparing recording packages to go to the county courthouse for recordation.

Typical duties of the position may include:

- Completing and verifying accuracy of recording packages.
- Determining whether billing is required and typing invoices if needed.
- Receiving and recording payments.
- Communicating regularly with the courthouse to track the time packages are recorded.

The Recording Clerk may be assigned additional tasks in support of the department's goals.

### Minimum Qualifications:

- Ability to type 60+ WPM

### Skills and Abilities:

- Strong oral and written communication skills
- High level of organizational skills and attention to detail
- Strong computer skills and knowledge of Microsoft Office Suite
- Working knowledge of Impact and GreenFolders is a plus

### Salary:

Competitive and commensurate with experience, plus a strong benefits package.

### Application Process:

Please submit a cover letter, detailed resume, and copy of recent typing test (if available) to [personnel@ptaaz.com](mailto:personnel@ptaaz.com). Please include "Recording Clerk" in the subject line.



**WHAT WE DO:** Yavapai Title Agency provides insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through our 8 branches throughout Yavapai county.

**WHO WE ARE:** Since 1963, Yavapai Title Agency has been Yavapai County's hometown title agency and real estate resource. Yavapai Title Agency remains the only locally owned and operated title company in the county.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the community we serve.



[www.yavapaititle.com](http://www.yavapaititle.com)