



EL PASO COUNTY OFFICE OF THE CLERK & RECORDER

VOLUNTEER POSITION Recording Technician Assistant

Learn about County government – develop office skills – observe professionals in action. Volunteering with the El Paso County Clerk & Recorder’s Office offers you a valuable experience and the opportunity to serve our citizens. Volunteer positions are available to citizens 18 years or older. High school seniors also are eligible to submit an application.

Department	Recording		
Office Location	Centennial Hall	Monday-Thursday	8:00 a.m. – 5:00 p.m.
Hours of Operation		Staff Hours	7:00 a.m. – 5:30 p.m.

Summary of Duties

The Recording Department is responsible for issuing marriage licenses and recording/maintaining real estate documents, subdivision and condominium plats and UCC (Uniform Commercial Code) documents. Volunteers will enjoy working as a historical record archivist and assisting with administrative processes including scanning documents, scheduling, data entry and mail processing. Volunteers are given primary duties in the department. There also are secondary duties for which the volunteer will be responsible. Volunteers may be reassigned to other departments within the Clerk & Recorder’s Office.

Requirements

- Volunteer must be 18 years or older. High school seniors are eligible to apply.
- A minimum of 4 hours per week, worked in one block of time.
- Proficiency in computer programs: Excel, Word, Outlook.
- Communication skills, both verbal and written format. Professional customer service.
- Must be a U.S. Citizen. Sworn as an agent of the Clerk & Recorder’s Office to discharge duties as conveyed by statute. Registered to vote in Colorado (for Election Department position). Valid Colorado Driver’s License helpful but not required.
- A criminal background investigation is required and is subject to periodic review as per County and office policies. A Driver’s License check is required for those authorized to drive for the County. References must be provided with the application.
- Must adhere to ethical standards of conduct, including maintaining confidentiality of all records, personal information, correspondence, documentation, and other material.
- A volunteer has no guarantee of continued service with the County or the Clerk & Recorder’s Office. This office reserves the right to refuse placement of any individual as a volunteer. In the event an applicant is placed as a volunteer and there is a discovery of false or misleading information given in any of the application documents or interview, the volunteer’s service may be ended. Upon request, all materials provided and volunteer identification must be returned to the office.

Benefits:

- Learning the process of recorded documents, public records, and corresponding regulations.
- Experience in administration and business relations.
- Serving the citizens of El Paso County in varied facets.

For information or to submit your application, please contact:

Mary Lynn Black
Administrative Specialist
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