



Employment Opportunity

Legal Document Technician - Bureau of Development Review

\$16.55 hourly salary (Grade C08)

40 hour position with full benefit package

Apply By: Thursday, November 15, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Coordinates processing of legal documents for site development and subdivision plans. Facilitates the establishment of bond amounts and processes bond releases.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Coordinate the circulation of record plat and site development mylars for final signature approval
2. Determine the required legal documents for each project
3. Calculate and collect required fees at the recordation and final print stage
4. Facilitate establishment of bond amounts, including contingency funds required for each project; claim bonds as necessary, and; process bond release requests
5. Monitor letters of credit expiration dates, coordinating extensions as necessary
6. Maintain and update database and other files for bond amounts and releases for each project
7. Compose, prepare, and process confidential correspondence, including e-mail and faxes
8. Review and research legal documents
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations
11. Provide service to customers by answering questions, providing information, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Four years administrative/secretarial experience *

*A comparable amount of training and experience may be substituted for the minimum qualifications

A Carroll County Government job application is required for this position
Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call
(410) 386-2129 for employment inquiries

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(19-41)

Carroll County is an equal opportunity employer