

County Recorder

Description, Qualifications, Responsibilities

County Recorder

Every county in Ohio has a Recorder who keeps all land records, including deeds, surveys, mortgages, easements and liens.

The County Recorder is elected every four (4) years and takes office on the first Monday in January following the election. The current Recorder in Medina County was appointed to an unexpired term in 2021. The election in 2022 will be for the remainder of the term. The Recorder position will be on the ballot for the full term in 2024.

Qualifications for County Recorder

The County Recorder is a partisan position. Candidates may run as a Democrat, Republican or Independent. Candidates run in the May primary election and if successful are on the November ballot.

A candidate must be a resident of the county and a qualified elector of the county.

Experience that has provided knowledge of computer programs and data processing, business and legal terminology, state laws and statutes relating to the Recorder's office, real estate, vital statistics and other documents is beneficial. Supervisory experience and an ability to communicate well while working with the public is also important.

Filing Deadline

The filing deadline for the 2022 Primary is 4:00 PM, February 2, 2022. Petitions are available at the Medina County Board of Elections. A minimum of fifty (50) signatures is required.

Duties of the County Recorder

The County Recorder is responsible for making a complete, accurate and permanent record of every document pertaining to the conveyance and encumbrance of land within the county. Enforcing over a thousand (1,000) sections of the Ohio Revised Code, the Recorder takes great care to ensure that every document received is accurately filed, recorded and indexed. The Recorder maintains permanent land records, records them in archival form and makes them accessible to the public.

The County Recorder serves on the County Records Commission and the Automatic Data Processing Board. A County Recorder may hire a Deputy Recorder and other staff to assist in conducting the business of the office.

A newly elected County Recorder must attend and successfully complete at least fifteen (15) hours of approved continuing education courses during the first year of office and complete at least eight (8) hours of such courses in each subsequent year.

Before entering office, the County Recorder must give a bond for the faithful discharge of the duties of the office. (ORC 317.02)

Medina County Recorder's Salary: approximately \$65,000/year

Candidate Responsibilities

A candidate for County Recorder should be prepared to campaign vigorously for the position and to take advantage of campaign training opportunities through the Medina County Democratic Party. Previous campaign experience is helpful. The ability to raise an appropriate sum of money is vital. A candidate should formulate a plan and a calendar that includes such activities as communications, data collection and analysis, fundraising, direct voter contact, signs and printed materials, volunteer recruitment, etc.

Additional Information

For more information on the role and responsibilities of a County Recorder, refer to the Ohio Revised Code and to the Ohio Recorders' Association at

<https://www.ohiorecorders.com> as well as the Medina County Recorder's website.

Contact Information

If you are interested in running for County Recorder, contact Pam Miller, Vice-Chair of the Medina County Democratic Party, at pamelabmiller@gmail.com or 330-697-4937.