

JOB TITLE: Register of Deeds

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DEPARTMENT: Register of Deeds, Rutherford County

JOB SUMMARY: This position is responsible for managing department operations and overseeing the recording and custody of public records and documents.

MAJOR DUTIES:

- o Administers the proper recording of legal and other instruments for the county.
- o Organizes and supervises the personnel, operations, and functions of the Office of the Register of Deeds.
- o Hires, trains, assigns, supervises, and evaluates personnel.
- o Makes recommendations regarding fiscal, equipment, and other needs of the office.
- o Provides information to the public and assists in the location of legal documents.
- o Records birth, marriage and death certificates; records military service records; records legitimization papers, notary public and corporation records, charters, amendments and dissolutions, and partnership agreements.
- o Records legal transactions including deeds, easements, right-of-ways, instruments of security, mortgages, deeds of trust, and sales contracts.
- o Ensures proper cancellation of instruments when warranted.
- o Administers oath to Notary Publics.
- o Transports mail to and from the post office.
- o Makes deposits and balances the receipt book at the end of the day.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of state laws and regulations relevant to the Register of Deeds' office.
- o Knowledge of county and department policies and procedures.
- o Knowledge of real estate principles, practices, and terminology.

- o Knowledge of relevant legal terminology.
- o Knowledge of management and supervision.
- o Skill in organization.
- o Skill in planning and prioritizing work.
- o Skill in operating standard office equipment.
- o Skill in dealing with the public.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: This position is elected by the citizens of Rutherford County. Work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include state laws and regulations, notary public guidelines, legislative bulletins, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and management duties related to the Register of Deeds' office. The need for accuracy and attention to detail contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage department operations and oversee the recording of legal and real estate documents. Successful performance in this position helps ensure the accuracy and accessibility of public records and documents.

PERSONAL CONTACTS: Contacts are typically with co-workers, attorneys and paralegals, real estate agents, appraisers, surveyors, lenders, state agency representatives, elected officials, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and justify or defend matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, standing, or stooping. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy Register of Deeds (3).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.