

JOB TITLE: Deputy Register of Deeds

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DEPARTMENT: Register of Deeds, Rutherford County

JOB SUMMARY: This position is responsible for performing customer service duties and assisting with the filing, recording, and indexing of legal documents.

MAJOR DUTIES:

- o Processes documents (i.e., deeds of trust cancellations, notice of satisfactions, certificates of satisfaction) for recording in permanent records; verifies that notary acknowledgment meets all requirements for recording; researches parcel identifier number; affixes book and page numbers and filing labels; collects fees; and generates receipts.
- o Provides information and assistance to walk-in customers and by telephone.
- o Assists customers with locating and copying real estate, legal, and vital records with operating the CRT and plat copiers; collects fees and issues receipts.
- o Assists with verifying accuracy of indexed documents.
- o Pre-indexes documents, book and page number, document type, and grantee/grantor name within 30 minutes of initial filing; completes indexing by entering parcel identifier numbers, property description, grantee and grantor reverse parties; submits records for final indexing.
- o Scans newly recorded non-vital documents for permanent record books and disks.
- o Prepares daily reports on documents scanned.
- o Reviews, lists and ensures that plat, book and page numbers are visible on aperture cards.
- o Balances daily cash receipts.
- o Records changes of property ownership according to newly-recorded deeds.
- o Affixes revenue stamps to deeds.
- o Enters new parcel identifier numbers to the Land Records System for parcels created by recorded plats or deeds.
- o Maintains office supplies inventory; orders supplies as needed.
- o Opens, sorts, and distributes departmental mail.

- o Assists citizens in completing forms to secure certified copies of births, marriages, deaths or military discharges.
- o Accepts, processes and files birth and death certificates; issues marriage licenses.
- o Assists with compiling, reconciling and maintaining daily revenue of monies collected; generates revenue reports.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the North Carolina General Statutes as it pertains to the functions of the Register of Deeds Office.
- o Knowledge of applicable state laws and regulations pertaining to filing, recording, scanning and indexing legal documents.
- o Knowledge of county and department policies and procedures.
- o Knowledge of modern office practices and procedures.
- o Skill in bookkeeping.
- o Skill in dealing with the public.
- o Skill in operating a computer, typewriter, calculator, copier, scanner, and other office machines.
- o Skill in performing basic mathematical calculations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Register of Deeds assigns work in terms of general instructions. Completed work is spot-checked for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state laws and regulations and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related clerical duties. The number of guidelines to be followed and frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this assignment is to perform customer service duties and provide clerical support to the department. Successful performance helps ensure efficient and effective department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, walking, standing, or stooping. The employee frequently lifts light and heavy objects.

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.