

Deputy Register of Deeds

Dept: Register of Deeds

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support and technical work receiving, checking, indexing, verifying, proofing and recording legal documents, and related work as apparent or assigned. Work is performed under the limited supervision of the Register of Deeds and Assistant Register of Deeds.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Assists customers with inquiries regarding real estate and/or other recorded documents; assists customers in obtaining the correct information or refers them the appropriate department.
- Records and indexes a variety of documents; scans documents into system; ensures accuracy of scan before releasing original document.
- Processes and indexes birth and death certificates according to state statutes; proofreads indexed documents; corrects mistakes.
- Issues and processes marriage licenses; issues regular and certified copies of marriage licenses, birth and death certificates, military discharge papers, notary public oaths, etc.; prepares and processes amendments, legitimations or delayed certificates of vital records.
- Checks legal documents for recording standards; verifies notary acknowledgement and puts documents on record; collects appropriate fees.
- Receives, receipts and accounts for various fees; performs balancing of drawer; prints and verifies fee and collection reports; completes deposit tickets and corrects errors.
- Scans recorded documents into system; performs back indexing and scanning of older vital records.
- Processes incoming and outgoing mail; records mail; sends back rejected documents to lending institutions, attorneys, etc.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the rules, laws, practices and procedures of the Register of Deeds Office; general knowledge of North Carolina state statutes as they are related to operations of the department; general knowledge of standard office methods and procedures, business English, spelling and arithmetic; general working knowledge of office programs and policies; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively both orally and in person; ability to perform a considerable volume of detailed record work; ability to type accurately at a reasonable rate of speed; ability to operate standard office machines and computers; ability to make decisions relating to assigned operations in conformance with applicable laws and policies; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and one to three years experience working as a deputy register of deeds, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and sitting and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

North Carolina Association of Register of Deeds certification.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date