

DEPUTY REGISTER OF DEEDS

Salary Range: \$25,384 - \$39,346

General Statement of Duties

Performs intermediate skilled administrative support work recording and indexing legal instruments, ensuring accuracy of information on documents, preparing and maintaining records and files, and preparing reports.

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.

Distinguishing Features of the Class

An employee in this class works with the requests and information required by the public; enters data into the computer database; issues birth, death and marriage licenses and records real estate and vital documents. Work includes scanning, indexing and proofing documents, releasing information to the public, canceling deeds of trust and conducting research regarding various licenses, records, and legal actions. Work requires accuracy in details and a sound knowledge of the General Statutes governing the Register of Deeds Office. The work requires initiative and judgment in performing duties within General Statute requirements and prescribed policies. Tact and courtesy must be exercised in dealing with the public. Work requires no exposure to environmental conditions. Work is performed under the regular supervision of the Register of Deeds and is evaluated by daily observation, discussion and accuracy of records and completed work.

Duties and Responsibilities

Essential Duties and Tasks

- Assists the general public and legal professionals with inquiries or requests for vital records and real estate records; dispenses information or refers questions to correct personnel.
- Issues certified copies of vital statistics records such as marriage licenses, birth, and death certificates, military discharges, legitimization papers, etc.; makes amendments to vital records after verifying proof; fills out delayed birth certificates after examining evidence and sends to State Register of Vital Statistics for approval.
- Issues licenses and other certificates after certifying correct procedures; collects appropriate fees and provides receipts; keeps records of collection, excise stamps sold and daily accounts of copies made; assists with processing and recording real estate instruments and vital records when needed.
- Checks legal documents for recording standards; verifies notary acknowledgement and puts documents on record; prints and updates record books; prepares and submits amendment requests to the State.
- 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; updates vital statistics; proofreads indexed documents; corrects errors.

- Photocopies a variety of instruments and other materials and generates computer printouts for staff and public use.
- Scans recorded documents into system; performs back indexing and scanning of older vital records.
- Receives, receipts, and accounts for various fees; performs daily reconciliation of cash drawer; prints and verifies fee and collection reports; prepares and makes deposits and corrects accounting errors.
- Ensures that all records are microfilmed, that the quality of the microfilmed records is acceptable and that the records are provided to the North Carolina State Archives as required.
- Opens office for daily operations; unlocks vault, starts computers, removes books and temporary folder for use by staff and the public; unlocks safe and sets-up cash drawer.

Additional Job Duties

- Cross trains with other staff in office to provide assistance and back-up for all duties.
- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Thorough knowledge of County and department policies and procedures.
- Thorough knowledge of the functions and procedures of the office of the Register of Deeds.
- Thorough knowledge of the purpose and composition of a variety of documents and of terms used in the office.
- Thorough knowledge in preparing various reports and other types of correspondence.
- Thorough knowledge of applicable NC Statutes related to the operations of the department.
- Comprehensive knowledge in the use of standard office equipment and associated software.
- Skill in communicating effectively and in conducting the department's business in person and by telephone.
- Ability to work accurately with words and figures and to write legibly.
- Ability to follow established procedures and specific instructions.
- Ability to communicate effectively in oral and written form.
- Ability to deal tactfully and courteously with the public.
- Ability to make arithmetic computations.
- Ability to compute rates, ratios and percentages.
- Ability to understand and apply governmental accounting practices in maintenance of financial records.
- Ability to develop and maintain effective working relationships with supervisor, coworkers, attorneys, paralegals, other governmental organizations and the general public.

Physical Requirements

- Must be able to physically perform the basic life support functions of sitting, reaching, standing, walking, pulling, pushing, lifting, fingering, grasping, seeing, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 25 pounds of force occasionally, and up to 10 pounds of force frequently to move objects.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating

motor vehicles or equipment and observing general surroundings and activities.

Desirable Education and Experience

- Graduation from high school and two years of clerical and computer experience, or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.

Open Until Filled