

ASSISTANT REGISTER OF DEEDS

DEFINITION OF WORK

Employees in this class perform responsible supervisory, administrative, and clerical work of a legal nature in the Vital Records, Recording, or Indexing units within the Register of Deeds Office. Employees in this class perform the more complex tasks, serve as the unit supervisor within the assigned area, and perform technical work of a legal nature to maintain a valid permanent record of legal instruments and records. As the unit supervisor, the employee assigns work, reviews work while in progress, determines the work schedule, conducts performance evaluations, and trains employees. Work involves dealing with the more complex issues and questions regarding the receipt, indexing, and cancellation of legal documents and issuing such legal instruments as deeds, birth certificates and marriage licenses. Work includes assisting the general public, and conducting research regarding various licenses, records, and legal actions. Work also requires the employees to provide technical assistance to staff and respond to the more complex record issues which may arise. Work requires absolute accuracy in details and a sound knowledge of the general statutes governing the Register of Deeds Office. Initiative and judgment are required in performing duties within general statutes and prescribed policies. Work is performed under the supervision of the Senior Assistant Register of Deeds and is evaluated through daily observation, discussion, and accuracy of records and completed work.

EXAMPLES OF WORK

Employees provide public assistance to the general public, clients, and staff either by phone or in person by providing information or performing services offered by the Register of Deeds Office. Supervisory functions include providing technical advice for complex or vexing issues; assigning the daily work; supervising the daily flow of work assignments; conducting performance evaluations; preparing performance metric and other requested reports; and continuously training staff members. Employees probate and record instruments; issue licenses and birth, marriage, and death certificates; serve as a back-up to the Senior Assistant Register of Deeds; index all real estate records and vital records; process legitimations and delayed birth certificates; maintain the monthly reports for the cash and instrument totals; process and track mail; correct documents in computer files; locate records and prepare copies; assist public with locating various records; prepare copies; review documents and vital records for accuracy and inclusion of required information, notary certification, signature, seal and expiration date; add description, plat book and page, and other deeds referenced, etc. to all newly recorded deeds and deeds of trust; check information on new birth and death records recorded and make corrections as needed and verify image; prepare certified copies of death, birth and marriage certificates and release to authorized persons; record instruments such as deeds, deeds of trusts, assignments, assumed names, general contracts, agreements, bills of sale, pre-nuptial agreements, ordinances, requests for notices, separation agreements, power of attorney, military service discharges, jury lists and other miscellaneous documents; stamp and prepare photocopies of instruments; index real estate and other recorded documents proofreading documents indexed by other personnel and checking recorded documents for proper signatures, numbered pages, individual's name that prepared document, notary certification and seals; file documents in temporary files and/or permanent binders; process, file, and index Uniform Commercial Code financing and other statements required; contact filers by telephone or correspondence to reconcile discrepancies; proofread documents and instruments before permanently recorded; scrutinize deeds of trusts and promissory notes for cancellation; cancel real estate and personal property records; utilize computer to enter data and maintain files, to index, transmit, search and back-up recorded documents; prepare correspondence as needed in course of receipt, return and/or verification of documents and other information; and perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university and five years of experience in a Register of Deeds Office; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of the North Carolina General Statutes in regard to the assigned area of work such as vital records, indexing, or land records; thorough knowledge of the functions and procedures of the Register of Deeds Office; thorough knowledge of the nature of a variety of documents processed in the Office; thorough knowledge of the General Statutes of North Carolina relating to the Register of Deeds; considerable knowledge of the principles of modern office practices; skill in accurately operating computers and other office machines effectively; ability to supervise others; ability to exercise independent judgment; ability to determine the accuracy of instruments and records; ability to make administrative decisions independently and to solve complex problems and answer questions; ability to search and locate legal documents; ability to communicate effectively orally and in writing; ability to work under pressure of frequent interruptions; and the ability to deal tactfully and courteously with the public and maintain effective working relationships with other employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Possession of an advanced Register of Deeds certification is necessary. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with an office environment to include working in cramped conditions, retrieving heavy books, and associated ergonomic and visual acuity issues.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life support functions of climbing, balancing, stooping, crouching, reaching, walking, pulling, pushing, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze figures and data, to operate a computer, to read extensively and do research, and to determine the accuracy, neatness and thoroughness of work.