

DEPUTY REGISTER OF DEEDS I

DEFINITION OF WORK

Perform responsible administrative and clerical work of a legal nature in the Register of Deeds Office. Employees in this class perform technical work of a legal nature to maintain a valid permanent record of legal instruments and records. Work involves receiving, indexing, and canceling 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 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 Assistant Register of Deeds and is evaluated through daily observation, discussion, and accuracy of records and completed work.

EXAMPLES OF WORK

Provide public assistance either by phone or in person by providing information or performing services offered by the Register of Deeds Office; probate and record instruments; issue licenses and birth, marriage, and death certificates; 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; assist in obtaining documents, finding records and making copies; 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; swear in Notary Publics; serve as Notary Public as needed; and perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school including business courses and some experience in a Register of Deeds Office or in a similar public contact and records functions; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the functions and procedures of the Register of Deeds Office; considerable knowledge of the nature and content of a variety of documents processed in the Office; general knowledge of the General Statutes of North Carolina relating to matters under the jurisdiction of the Register of Deeds; general knowledge of the purpose and composition of a variety of documents and of terms used in the office; general knowledge of the principles of modern office practices; skill in typing rapidly and accurately and operating computers and other office machines effectively; ability to exercise independent judgment and attention to detail in determining the accuracy, completeness and consistency of instruments and records; ability to make routine administrative decisions independently and to solve 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; ability to deal tactfully and courteously with the public; and maintain effective working relationships with other employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Persons having no experience in the Register of Deeds Office should be employed two salary grades below the minimum of the Deputy Register of Deeds job classification and should be placed in a Trainee status for 12 months until they can perform the duties of this job classification independently. 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 large 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.