

DEPUTY REGISTER OF DEEDS III

DEFINITION OF WORK

Perform responsible administrative work of a legal nature in the Register of Deeds Office. Employees in this class perform the most complex tasks, supervise all department staff and perform duties in the absence of the Assistant Register of Deeds, and perform technical work of a legal nature to maintain a valid permanent record of legal instruments and records. Work also requires the employees to provide technical assistance to staff and respond to 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 Assistant Register of Deeds and is evaluated through daily observation, discussion, and accuracy of records and completed work. Positions in this class are responsible for the maintenance, integrity and safekeeping of all public records per section as governed by the General Statutes of North Carolina and for the timely and accurate record keeping in regard to records recorded, retained and issued by the Register of Deeds office. Work may include other duties as assigned.

EXAMPLES OF WORK

Work requires daily contact with general public, attorneys, funeral homes, county and state offices; indexing (i.e., daily input of data entry, verification and numeric, and responsibility for knowledge of online operations as well as merging daily and monthly records); and providing back up to the Assistant in closing out, running reports, item code reports, transaction reports, check and void reports, supervising electronic recording operations, daily balancing and the accurate processing of cash and other financial records. Employees communicate with county and state agencies and process of legitimation and delayed birth certificates, amendments, as well as the statewide issuance of records; maintain servers, computers, scanners, plat and document printers, laminators, copiers, public retrieval units, receipting systems and all other office equipment; verify the eligibility by NC law of all documents provided to the office and requested services provided by staff; supervise the issuance of marriage licenses, review customer requests for certified documents generating of receipts, creation and certification of vital record documents; and maintain Certification through the performance of Continuing Education requirements as per the UNC Institute of Government and attend the Advanced School for Register of Deeds senior personnel as soon as possible for the receipt of Advanced Certification.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school and four 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 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; considerable knowledge of the General Statutes of North Carolina relating to matters under the jurisdiction of the Register of Deeds; considerable 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 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; 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 a 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 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.