

DEPUTY SENIOR ASSISTANT REGISTER OF DEEDS

DEFINITION OF WORK

Employee in this class performs responsible administrative and managerial work of a legal nature in the Office of the Register of Deeds and acts in the absence of the Register of Deeds and the Senior Assistant Register of Deeds. Employee may also serve as needed in the absence of any Assistant over any section of the office. Duties include performing supervisory, paralegal researching and processing work in the receiving, indexing and cancelling of legal documents in the Register of Deeds Office; participating in the long-range planning process, directing the daily activities within the Office, assisting in modifying policies and procedures due to legislative changes and participating in the annual budget planning process; managing and supervising the processing of data by staff using computers, scanners and other technology; and supervising work performed by the Assistant and Deputy Register of Deeds. The employee is part of the executive team and reports to the Senior Assistant Register of Deeds and is evaluated by daily observation, discussion and accuracy of records and completed work.

EXAMPLES OF WORK

Employee assists the Register of Deeds and Senior Assistant with administration of the Department; trains and provides technical guidance to other staff; and acts in the absence of the Register of Deeds and the Senior Assistant Register of Deeds. Work requires the employee to direct and coordinate operations in all units, including training and supervising personnel to ensure adherence to established laws, policies, procedures and standards; assists and advises subordinates; and resolves problems as non-routine situations arise. Employee answers telephones and provides customer service to assist public by providing information or performing services offered by the Register of Deeds Office; verifies and records instruments; issues licenses and other certificates; enters data into computer system; locates records and prepares copies; verifies real estate documents and determines indexing needs for a permanent entry in data system; manages the quality, quantity and timeliness of duties performed in the office; makes adjustments to meet desired standards, may discuss major changes or enhancements with the Register of Deeds; performs a quality control by proofing of documents, reviews procedures, monitors information provided within the office; records various legal documents; proofs work and index for both land records and vital records; issues marriage licenses; issues copies of birth, marriage and death certificates, military discharges, legitimation papers and amendments, files birth and death records; files delayed birth certificates after examining evidence and sends to State Register of Vital Statistics for approval; sends amendments of instruments to the State Board of Health; oversees out of county birth records through the state's Electronic Birth Registration Birth System; and performs other 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 with three of those years in a supervisory capacity; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities:

Comprehensive knowledge of: the North Carolina General Statutes pertaining to Register of Deeds; functions and procedures of the Register of Deeds Office; the nature of a variety of documents processed in the Office; and of human resources and budget procedures and processes. Work requires a thorough knowledge of the principles of modern office practices; ability to troubleshoot and communicate effectively with systems and data processing personnel, Department employees, elected officials, bankers, lawyers, and employees; ability to direct and manage others; ability to exercise considerable independent judgment in long and short range planning; 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 handle most human resource related issues; 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 is required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered and 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 fifty pounds of force occasionally, and/or up to twenty pounds of force frequently, and/or up to ten 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 neatness and thoroughness of work.