

JOB DESCRIPTION

POSITION TITLE: Deputy
DEPARTMENT: Gove County Register of Deeds
REPORTS TO: Supervisor or Manager
FLSA Status : Non Exempt
SALARY: Based on Experience
DATE PREPARED: 9-7-2021
PREPARED BY: Cristy S. Tuttle

SUMMARY / OBJECTIVE:

The Deputy Register of Deeds is under the administrative supervision of the Register of Deeds. This position performs clerical tasks of moderate complexity and variety. The employee in this position assists in the recording of land transfers, mortgages and other documentation pertaining to real property, including Uniform Commercial Code filings. The Deputy Register of Deeds has frequent contact with the general public in assisting with obtaining information about property ownership, lien, oil and gas leases and other inquiries. This employee performs the duties of the Register of Deeds in his or her absence.

ESSENTIAL FUNCTIONS:

- *Waits on customers submitting documents at the counter;
- *Records and or files the various documents submitted to the office by mail, delivered in person or by U.S. mail or carrier or electronically submitted, index numerical order grantor, grantee and related records;
- *Reviews documents for completeness, accuracy and proper signatures;
- * Collects fees for instruments and correctly records fees collected;
- * Indexes information in proper land indexes and in the computer;
- *Copies and distributes all pertinent records and information to appropriate parties;
- *Assists the general public in obtaining information either in our office or on our subscription internet service;
- * Answers the telephone, e-mails and use and maintain office equipment such as computer, printers, photocopier, microfilm reader/printer and other related office equipment;
- *Assists abstractors and other researchers finding information;
- *Maintains accurate UCC records;
- *Makes deposits to county treasurer if in a prolonged absence of the Register of Deeds;
- * Learn the history of Gove County
- * Lift heavy and large books (approximately 25-30 pounds, may need to use a step stool or ladder to retrieve).
- * Must retain a positive attitude;
- * Must have respect for customers and other employees;
- * Must respect the confidentiality of the office;
- * Must refrain from having a disruptive attitude;

MARGINAL FUNCTIONS:

Other related duties which are similar, related or a logical assignment to the position.

REQUIRED SKILLS AND EXPERIENCE / QUALIFICATIONS:

- Experience: Prior experience is not required, but Clerical Experience will be expected.
- Education: High School diploma or GED.

REQUIRED COMPETENCIES / SUCCESS FACTORS:

DESIRED SKILLS, ABILITIES AND CHARACTERISTICS

- The ability to learn Register of Deeds Office Functions and responsibilities.
- The ability to learn and understand legal descriptions, maps and UCC filings.
- The ability to receive, interpret and follow instructions.
- Mathematical aptitude in balancing books.
- Demonstrated ability to accurately preform detailed work.
- Excellent interpersonal communication skill in dealing with staff and customers.
- Ability to maintain working relationships with other employees, officials and the public.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

DISCLAIMER:

This Job Description indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee. It does cover "other duties as assigned".

ACKNOWLEDGEMENT AND RECEIPT:

I agree that I can perform the job described as stated above and I am able to work in these conditions.

SIGNATURE OF EMPLOYEE: _____

DATE SIGNED: _____

SIGNATURE OF EMPLOYER: _____

DATE SIGNED: _____