

ASSISTANT REGISTER OF DEEDS - 1215

General Definition of Work:

Performs intermediate skilled administrative support work assisting with the custody and maintenance of a variety of complex legal transactions. Work is performed under the general supervision of the Register of Deeds. Supervision is exercised over subordinate personnel.

FLSA: non-exempt

Essential Functions:

- **Recording and indexing legal instruments.**
- **Receiving, processing and filing vital statistics records and data.**
- **Ensuring accuracy of information on documents.**
- **Maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Typical Tasks:

- Assists citizens in completing forms to secure certified copies of births, marriages, deaths or military discharges.
- Calculates, collects, writes receipts and accounts for vital statistic and other fees; balances cash drawer.
- Accepts, processes and files birth and death certificates; issues marriage licenses.
- Processes and prepares delayed birth certificates and legitimations of births.
- Checks documents for signature, certification and seals.
- Assigns instrument, book and page numbers to recorded documents.
- Inspects documents and plats for required components.
- Processes monthly excise tax return and index report for vendors.
- Oversees daily office operations.
- Maintains sequence and control of source documents and rejects source documents that are incomplete.
- Assists the general public in the use of computer in the retrieval of documents and manual records.
- Checks documents for proper acknowledgement or proof of execution.
- Films recorded documents; checks microfilm for quality and readability.
- Processes incoming and outgoing mail.
- Operates office equipment, personal computer, printer, typewriter, etc.
- Indexes various legal documents and all land related documents.
- Processes purchase orders and handles accounts payable.
- Prepares and processes a variety of required reports.
- Assists in the preparation of departmental budget.
- Trains new departmental personnel; assists subordinates when difficult situations arise.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the General Statutes governing the duties of the Register of Deeds; thorough knowledge of the policies, operations and procedures; general knowledge of business English, spelling and arithmetic. Working knowledge of office equipment and computers and applicable software applications. Ability to plan and supervise the work of others; to solve problems within the scope of responsibility; to make simple arithmetic calculations and file alphabetically; to maintain accurate records and reports; to communicate effectively orally and in writing with a diverse population of citizens; to establish and maintain effective working relationships with State and local officials, associates and the general public; and to attend work regularly.

Education and Experience:

Requires graduation from high school or a GED and considerable experience in the Register of Deeds office.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the

spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

HR revised 1-2-14