

## DEPUTY REGISTER OF DEEDS - 1211

### **General Definition of Work:**

Performs responsible administrative support work in the Register of Deeds office. Work is performed under regular supervision.

**FLSA:** non-exempt

### **Essential Functions:**

- **Receiving, checking, indexing and recording legal documents.**
- **Issuing various legal certificates.**
- **Receives, processes and files 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.
- 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.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

General knowledge of standard office practices, procedures, equipment and standard clerical techniques; general knowledge of business English, spelling and arithmetic; and some knowledge of the rules, practices and procedures of the Register of Deeds office. Ability to learn assigned clerical tasks readily and to adhere to prescribed office routines; to make simple arithmetic calculations and file alphabetically; to operate standard office equipment and computers; 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 associates and the general public; and to attend work regularly.

### **Education and Experience:**

Requires graduation from high school or a GED and some clerical experience.

### **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.

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