

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Assistant Register of Deeds
Department: Register of Deeds
Revised : March 2010

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Assistant Register of Deeds classification.

GENERAL DESCRIPTION

Highly responsible technical work of a legal nature in assisting in the supervision of staff in the Register of Deeds Office. Work is performed under the general supervision of the Register of Deeds, who reviews work by observation, evaluation of work accomplished and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises and participates in the recording and indexing of documents concerning real property on the computer, such as deeds, deeds of trust, mortgages, powers of attorney, foreclosures, bankruptcies, right-of-way agreements, and maps.

Supervises and participates in the cancellation of deeds of trust on receipt of sufficient evidence including cancellation of related records; supervises and participates in verifying computer printouts and index printouts.

Supervises and participates in the filming and development of real estate transactions and other documents and in checking film for accuracy; supervises and participates in the integrating of film into permanent records and in the furnishing of back-up copies of film to the North Carolina State Archives; supervises and participates in the maintenance of readers/printers used by the public for searching records.

Provides information to the public in person, by mail, and by telephone; instructs the public on how to search records; makes and certifies copies of births, deaths, and marriages for the public.

Collects fees; keeps records of collections; deposits collections; reconciles bank statements.

Commutes to the bank on a rotating basis with other staff to deposit funds received.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the functions and procedures of the Office of the Register of Deeds.

Thorough knowledge of the laws of North Carolina related to the Office of the Register of Deeds.

Thorough knowledge of modern office practices, procedures, and technology including the use of computer technology.

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Considerable knowledge of the purpose and composition of a variety of documents and of terms used in the office.

Ability to plan, program, and supervise the work of subordinates.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with the general public, county officials, and fellow employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Business Administration, Accounting, Secretarial Science, or other related field and two years of experience as a Deputy Register of Deeds. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**