

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Deputy Register of Deeds
Department: Register of Deeds
Revised : May 2019

Class : Administrative Support
FLSA : Non-exempt

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

GENERAL DESCRIPTION

Responsible technical work of a legal nature in the office of the Register of Deeds. Initiative and judgment are required in carrying out duties within the limits of prescribed policies. The work is performed under general supervision of the Register of Deeds and is evaluated by observation, discussion, and accuracy check by other employees.

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.)

Files, records, and indexes a wide variety of documents, informational certificates, and Uniform Commercial Code documents on the computer.

Certifies each document to be recorded by checking for discrepancies in the date of the document, the grantor's name against the grantor's signature, and the notary's acknowledgement; clocks document in and assigns a book and page number and excise tax stamp if required; collects and records fees in general ledger and temporary indexed book for public references; balances collections against the general ledger on a daily basis.

Verifies filing and indexing of data in preparation for filming; photographs documents using microfilm; processes and develops microfilm; compares filmed work with originals before further processing.

Provides information to the public as requested.

Instructs the public on how to find records using the computer system and other various reference materials in the office.

Issues marriage licenses; issues copies of birth, marriage and death certificates, military discharges, and legitimization papers; completes delayed birth certificates after examining evidence.

Swears in notaries and records.

Commutes to the bank on a rotating basis with other staff to make the daily deposit of 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

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Considerable knowledge of the functions and procedures of the office of the Register of Deeds.

Considerable knowledge of the laws relating to matters under the jurisdiction of the Register of Deeds as outlined in the General Statutes of North Carolina.

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

Working knowledge of general office practices.

Skill in operating a variety of office machines and equipment effectively.

Ability to work accurately with characters and digits and to write legibly.

Ability to follow established procedures and specific instructions correctly.

Ability to maintain effective working relationships with other employees and the general public.

PHYSICAL REQUIREMENTS

Work 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 is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

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

MINIMUM EXPERIENCE AND TRAINING

High school diploma or GED and one year of responsible clerical experience; completion of business or secretarial courses from a community college is preferred. A valid driver's license is required.

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