

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Senior Assistant Register of Deeds
Department: Register of Deeds
Revised : March 2018

Class : Paraprofessional
FLSA : Exempt

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

GENERAL DESCRIPTION

Highly responsible administrative work of a legal nature in the Register of Deeds office; and assists with overseeing operations in the department. 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.)

Assists Register of Deeds with administration of the department; and oversees office operations in the absence of the Register of Deeds.

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, trains, and evaluates employees of the Register of Deeds office.

Manages all online services including electronic recording, online vital record requests, statewide birth certificate requests, user accounts, and webpage editing.

Supervises the budget process and accounting functions which includes submitting the final budget for the Register of Deed's approval; administers the operating budget and supervises purchasing and accounts payable; prepares and submits all invoices, purchase card receipts, purchase order requests, and budget amendments; and manages escrow accounts for funeral homes, surveyors, attorneys, vendors, and participating citizens.

Schedules and participates in staff education and training to maintain certifications and remain current on laws and procedures.

Serves as liaison to various governmental departments, Register of Deeds offices, and vendors.

Processes and furnishes back-up copies of film to the North Carolina State Archives; and participates in the maintenance of archive film writer and film viewing/printing machines used by the public for searching records.

Serves an advisory role to other Register of Deeds offices.

Manages various programs and projects assigned by the Register of Deeds..

Troubleshoots hardware and software issues to maintain office functionality.

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Provides public services beyond normal operating hours including offsite travel to various locations to give presentations and project support.

Provides information to the public in person, by mail, and by telephone; instructs the public on how to search records; obtains certified copies of birth, marriage, and death certificates for the general public.

Prepares letters, memorandums, and reports requiring independent research and the approval of the Register of Deeds.

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.

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

Ability to train, supervise, and evaluate 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 is not substantially exposed to adverse environmental conditions or 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, or other related field and three years of experience as an Assistant Register of Deeds. Requires Basic Register of Deeds certification and ability to obtain Advanced certification within two years of employment. A valid driver's license is required.

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