



ASSISTANT REGISTER OF DEEDS

General Statement of Duties

Performs difficult, skilled administrative support and technical work recording and indexing legal instruments, ensuring accuracy of information on documents, maintaining records and files and preparing reports.

Distinguishing Features of the Class

An employee in this class performs the most critical function of indexing or proofing of legal documents and probating daily recordings. Work includes providing back up on noting changes on deeds and canceling deeds of trusts. Employee assists the public, files and records documents. Employee performs functions at the Deputy level and may be responsible for Office operations and staff in the absence of the Register of Deeds. Work includes releasing information to the public and conducting research regarding various licenses, records, and legal actions. Work requires complete accuracy in details and a sound knowledge of the general statutes governing the Register of Deeds Office. Initiative and judgment are required in performing duties within general statutes and prescribed policies. Work is performed under the general supervision of the Register of Deeds and is evaluated by daily observation, discussion, and accuracy of records and completed work.

Duties and Responsibilities

Essential Duties and Tasks

- Assists Registrar, in directing and inspecting the work of assigned personnel; assist in the training of new and existing staff in operating policies, procedures and standards.
- Oversees and participates in the recording, indexing grantors and scanning of legal documents in compliance with the laws of the State of North Carolina.
- Answers telephone; receives and responds to inquiries regarding office operations.
- Serves as person in charge in the absence of the Register of Deeds.
- Probates legal instruments; checks notary and completes form on each instrument; signs Register of Deeds name and Assistant's.
- Cancels deeds of trust or serves as back up.
- Coordinates index printout with vendor; rechecks index printout and responds/clarifies information in response to questions raised by the vendor.
- Issues licenses; locates records; copies a variety of instruments, cards, and other materials by typing or by using copier machine or camera.

Assistant Register of Deeds
Page 2

- Records, issues and scans birth and death certificates, marriage licenses, legitimization papers and military discharges in accordance with North Carolina Vital Records and General Statutes; checks scans for accuracy and completeness; sends amendments of instruments to the State Board of Health.
- Collects fees; keeps records of collection, excise stamps sold, and daily accounts of copies made; balances and reconciles money.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of indexing of legal documents and the proper coding.
- Considerable knowledge of the functions and procedures of the Office of the Register of Deeds.
- Considerable knowledge of the purpose and composition of a variety of documents and of terms used in the office.
- General knowledge of laws relating to matters under the jurisdiction of the Register of Deeds.
- Skill in typing rapidly and accurately and operating computers and office machines effectively.
- Ability to provide supervision and training of staff as requested.
- Ability to work accurately with words and figures and to write legibly.
- Ability to follow established procedures and specific instructions.
- Ability to deal tactfully and courteously with the public.
- Ability to establish and maintain effective working relationships with attorneys, landowners, contractors and builders, the general public, peers and superiors.
- Work requires accuracy in details and a sound knowledge of the general statutes governing the Register of Deeds Office.
- Considerable initiative and independent judgment are required in performing duties within general statutes and prescribed policies.

Physical Requirements

- Work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling and lifting and occasionally requires climbing or balancing, reaching with hands and arms and pushing or pulling.
- Work has standard vision requirements.
- 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is not subject to adverse environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Desirable Education and Experience

Graduation from high school and moderate experience in working in a Register of Deed's Office or other office environment in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Complete NC Association of Register of Deeds Certification within two years of employment.

Complete Safety Awareness Training within two years of employment.

Carteret County
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.