



DEPUTY REGISTER OF DEEDS III

General Statement of Duties

Performs difficult, skilled administrative support work receiving, checking, indexing and recording legal documents, issuing various legal certificates, ensuring accuracy of information.

Distinguishing Features of the Class

An employee in this class works with the requests and information required by the public and/or the indexing, filing, and recording of documents and files. Work includes releasing information to the public and conducting research regarding various licenses, records, and legal actions. Work is performed under the general supervision of the Register of Deeds and is evaluated by daily observation, discussion, and accuracy of records and work completed.

Duties and Responsibilities

Essential Duties and Tasks

- Reviews data for accuracy and completeness prior to recordation; enters into computer data base; copies and scans documents into Land Records Retrieval System; ensures accuracy of scan before releasing original document.
- Answers telephones and assists public by providing information or performing services offered by the Register of Deeds Office; probates and records instruments, issues licenses and other certificates; locates records and prepares copies; instructs and directs genealogist in locating older records.
- Processes incoming and outgoing mail; records mail; sends rejected documents back to institutions, attorneys, etc.
- Indexes vital records; issues marriage licenses; issues copies of birth and death records; fills out delayed approval; sends amendments of instruments to the State Board of Health.
- Files, records, and indexes financing statements and other documents required by the Uniform Commercial Code; returns duplicate statements to secured party or assignee; cancels statements upon termination; cancels deeds of trust.
- Collects fees; keeps records of collection, excise stamps sold, and daily accounts of copies made; balances and reconciles money. Does daily deposit in the absence of the Register of Deeds.
- Copies a variety of instruments, cards, and other materials by typing or by using copier machine.
- Provides technical guidance to other staff.

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- Requisitions and maintains inventory of supplies and equipment, and confers with vendors to obtain necessary supplies and equipment at prices of most benefit to the County; receive statements; verify receipts and approve payment.

Additional Job Duties

- Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- General knowledge of the rules, laws, practices and procedures of the Register of Deeds Office.
- General knowledge of North Carolina Statutes as they relate to operations of the Department.
- General knowledge of office programs and policies.
- General knowledge of standard office methods and procedures, business English, spelling and arithmetic.
- Ability to operate standard office machines and computers.
- Ability to make decisions relating to assigned operations in conformance with applicable laws and policies.
- Ability to establish and maintain effective working relationships with associates and the general public.

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 working in a Register of Deed's Office or other office environment; or an equivalent combination of education and experience.

Special Requirements

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

Obtain certification from NC Association of Register of Deeds 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.