



REGISTER OF DEEDS

General Statement of Duties

Performs complex professional work performing the recordation, indexing, care, maintenance and access to public records, developing records management programs in accordance with State laws and regulations. Work involves setting policies and goals under the guidance of the North Carolina State Statutes. Must use independent judgment and initiative in decision making, supervision of staff and performance of job duties. Performs a wide variety of difficult to complex administrative and fiscal management activities of a legal nature.

Distinguishing Features of the Class

An employee in the class has the legal responsibility to record and maintain all legal documents affecting the citizens of the County. Work requires knowledge of the Uniform Commercial Code, North Carolina General Statutes, the laws regulating records and legal documents in the State of North Carolina, and strong public contact skills. The employee in this position is elected by the citizens of the County and is answerable to them for work performed; however, the operating budget is under the purview of the County Manager and Board of County Commissioners.

Duties and Responsibilities

Essential Duties and Tasks

- Prepares and submits annual budget proposal to County Manager; monitors expenses.
- Maintains budget reports, invoice files, purchase orders and related records as required; projects estimated revenues for County Manager and Board of Commissioners.
- Develops strategic and long-range planning for Department; monitors operational functions in office and service system needs of facilities for public use.
- Directs the recording of instruments and makes certified copies of documents recorded as requested.
- Directs the examination of instruments presented for recordation to determining completeness and accuracy of notary acknowledgment before certifying and recording.
- Assists general public and legal professionals with inquiries or requests for vital records and real estate records; dispenses information or refers questions to correct personnel.
- Assists the general public in the use of the Optical Imaging System to research and make copies of documents and printed indexes.

Register of Deeds
Page 2

- Generates reports required by the County and State.
- Transfers records and documents to State Archives as required by operating procedures.
- Supervises staff through assignment of duties, training in tasks, evaluating and monitoring the work; recruits and hires staff; takes disciplinary action in accordance with County policies and procedures.
- Transcribes confidential information; types materials from typed or handwritten copy using varying formats to prepare correspondence, reports and manuscripts, assuming responsibility for grammatical accuracy.
- Issues marriage licenses; issues copies of birth, marriage, and death certificates, military discharges, legitimization papers, files birth and death records; fills out delayed birth certificates after examining evidence and send for the State Register of Vital Statistics for approval.
- Collects, receives and deposits monies; maintains balance sheet for collection of fees, submits various financial reports, and manages reports for auditors
- Assures that quality of work is acceptable; and that records are indexed accurately, in a timely manner and are available to the public for their requests and research.
- Interprets general statutes; policies and procedures to ensure that appropriate laws and regulations are applied and operational proficiency is met.
- Resolves problems with staff and the public and assure office operates efficiently and accurately.

Additional Job Duties

- Attends State conferences and workshops to maintain knowledge level and remain current on laws affecting the Office of the Register of Deeds.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the rules, laws, practices and procedures of the Register of Deeds Office.
- Comprehensive knowledge of North Carolina State Statutes as they are related to operations of the Office.
- General knowledge of standard office methods and procedures, business English, spelling and arithmetic.
- Comprehensive knowledge of the principles of budgeting, monitoring of expenses and projecting revenues.
- Ability to operate standard office machines and computers.
- General knowledge of office programs and policies.
- Ability to make decisions relating to assigned operations in conformance with applicable laws and policies.

- Ability to solve problems within scope of responsibility.
- Ability to establish and maintain effective working relationships with state and local officials, elected officials, associates and the general public.

Desirable Education and Experience

Graduation from high school and extensive experience working in a Register of Deeds Office.

Special Requirements

Must meet the requirements as specified in the N.C. General Statutes to run for this elected office.

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.