

DEPUTY REGISTER OF DEEDS

General Statement of Duties

Performs responsible clerical work of a legal nature in the office of the Register of Deeds.

Distinguishing Features of the Class

An employee in this class works with the requests for information required by the public in person, by phone and by mail; enters data into computer database; maintains records and files; and indexes and records documents. Work includes collecting funds for copies of records, releasing information to the public and conducting research regarding various licenses, records, and legal actions. Work requires accuracy in details and a sound knowledge of the general statutes governing the Register of Deeds Office. Work may subject employees to dust and fumes in working with old records and the mechanical equipment in the office Initiative and judgment are required in performing duties within general statutes and prescribed policies. Work is performed under the 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 customers in person and by phone, opens mail and responds to requests; explains how to find information; assists with making copies.

Works with vital records such as birth, death and marriage certificates; pulls information needed for customers; alphabetizes records; assists public amend birth certificates

Indexes vital records; issues marriage license; issues copies of birth, marriage, and death certificates, military discharges, legitimization papers; files birth and death records; fills out State Register of Vital Statistics for approval.

Assists the public with recording documents, checking for appropriate information such as grantee, grantor, notary seal, signatures and other information; types information into computer Files, and records documents concerning real property, such as deeds, deeds of trust, right-of-way agreements, and maps; cancels deeds of trust on receipt of sufficient evidence.

Gives information to the public and assists those who wish to search records.

Scans documents received; copies a variety of instruments, cards, and other materials.

Files, records, and indexes financing statements and other documents in appropriate order; returns duplicate statement to secured party or assignee; cancels statement upon termination.

Collects fees; keeps records of collections and makes bank deposit, reconciling the cash receipts.

Turns computers and other machines on and off; assists public with use of machines.

Faxes information to attorney's offices and others upon request.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

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

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

Working 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.

Organizational skills.

Ability to scrutinize documents for proper and correct information.

Ability to work accurately with works and figures and to write legibly.

Ability to follow established procedures and specific instructions.

Ability to deal tactfully and courteously with the public; and maintain effective working relationships with other employees.

Physical Requirements

Must be able to physically perform the basic life support functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze figures and data, examine and proofread information, operate a computer terminal, scanner and various office equipment, and do extensive reading and research.

Desirable Education and Experience

Graduation from high school including business courses and some experience in office work and dealing with the public; or an equivalent combination of education and experience.