



Madison County Vacancy Announcement

Deputy Register of Deeds Register of Deeds

Position Summary:

Performs skilled administrative support work receiving, checking, indexing and recording legal documents, issuing various legal certificates, ensuring accuracy of information. Employee works with the requests and information required by the public, indexing documents, filing, and recording of documents and files. Work includes releasing information to the public and conducting research regarding vital records, real estate records and various legal documents. Work is performed under the general supervision of the Register of Deeds and is evaluated by discussion of accuracy of records and work completed.

This position will begin no earlier than December 7, 2020.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications may also be submitted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- 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 documents.
- Answers telephones and assists public by providing information or performing services offered by the Register of Deeds office; records instruments, issues marriage licenses and certified copies of vital records; locates and prepares copies.
- Processes incoming and outgoing mail.
- Indexes vital records; processes delayed birth certificates and birth amendments.
- Files, records, and indexes financing statements and other documents required by the Uniform Commercial Code; 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 deposits.
- Provides technical guidance to other staff.
- Performs other duties as required.

Education:

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.

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:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Work requires standing, walking, sitting and repetitive motions.
- Work has standard vision and hearing requirements.
- Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, pushing, pulling, lifting, talking, hearing and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks and operate a computer terminal.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.

Salary:

\$29,715. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.