

****NOTE: See Letter of Agreement 9/09, MERC Agreement (position will be posted, but ROD had right to appoint this 916 position)**

CHIEF DEPUTY REGISTER OF DEEDS

GENERAL STATEMENT OF DUTIES: Performs responsible journeyman clerical work and substitutes for the Register of Deeds; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Although the counter and record keeping work performed by the incumbent of this class is identical to that performed by positions in lower classifications, additional responsibility is involved for a more thorough knowledge and understanding of the laws pertaining to, and the regulations concerning, the recording and filing of deeds and other documents. The Chief Deputy Register of Deeds has charge of the office and exercises complete supervisory responsibility over other personnel during the absence of the Register of Deeds.

EXAMPLES OF WORK: (Illustrative only)

Serves as lead counter clerk advising the public on procedures for registering deeds and mortgages;

Advises other clerical personnel on difficult or unusual problems encountered in registering deeds and mortgages;

Reviews deeds and other documents for accuracy and completion;

Prepares receipts for customers requesting same;

Stamps documents with the date, time and name of the Register of Deeds and enters documents in reception book;

Ascertain that all papers are kept in order in accordance with the order which they have been entered and that they are rechecked and numbered according to the prescribed system;

Personally performs and takes the lead in indexing and cross-indexing deeds and other papers on small cards;

Takes the lead in the performance of, and generally oversees, a wide variety of other clerical activities;

Maintains accounts of receipts and expenditures of the office.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of State laws pertaining to recording and filing of documents in the Register of Deeds' office; good knowledge of the system of entering, indexing, recording and filing deeds and other documents; good knowledge of other State and Federal laws and County regulations pertaining to the Register of Deeds' office; ability to plan and supervise the work of others; ability to understand and follow complex oral and written instructions; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable progressively responsible experience in clerical work some of which shall have been in the office of the Register of Deeds and completion of a standard high school course with business training highly desirable; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

Saved to System: June 7, 2006