

Clerical Coordinator - Register of Deeds

GENERAL STATEMENT OF DUTIES: Performs complex Clerical and Technical duties. Coordinate the clerical activities of the Register of Deeds Office. Works under direct supervision of the Deputy Register and Chief Deputy Register.

STATEMENT OF TASKS:

Coordinates clerical activities with consultation of the Deputy and Chief Deputy ROD to ensure efficient work flow and accuracy;

Creates new customer accounts for internal and external customers using proprietary software, serves as the technical support liaison with our indexing software company, serves as technical support for all external and internal customers, trains all employees on new software updates; (Software Support)

Trains new employees on the recording and indexing procedures;

Trains new employees on how to utilize the current indexing software;

Performs duties such as but not limited to balancing daily receipts;

Reconcile discrepancies in daily receipts; monthly invoicing of outside users;

Records, files/index, and returns the complete Sheriff Deed Package, ensuring all required documentation is included in the package;

Ensures proper redemption dates are within the set deadlines;

Maintain a working relationship with Sheriff Deed affiliates;

Officially records all legal documents and instruments pertaining to the transfer and encumbrance of property submitted to the Register of Deeds office, either electronically or physically presented.

Maintains office file system;

Provides information to the public within department guidelines.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of software used by the ROD office;

Ability to use and troubleshoot issues for all software and hardware used by the ROD office;

Thorough knowledge of the Register of Deeds Office, its procedures, policies and Information;

Good knowledge of Federal and State laws pertaining to the operation of the Register of Deeds Office;

Ability to understand and follow oral and written directions;

Ability to deal with the public including attorneys tactfully and courteously;

Ability to maintain good interpersonal relationships;

Ability to attend work regularly and work under stressful conditions.

Clerical Coordinator - ROD
Page 2

MINIMUM QUALIFICATIONS:

One (1) year experience with the current register of deeds land records software **-AND-**
One (1) year experience with technical and software support.



Human Resources Director

Established: April 1, 2020