

Deputy Data Entry Register

GENERAL STATEMENT OF DUTIES: Performs data entry and clerical duties under general supervision involving the processing of legal documents in the Register of Deeds Office. Reports to the Deputy Register of Deeds.

STATEMENT OF TASKS:

Indexes, maintains and retrieves land records utilizing software;
Reviews documents for completeness and returns documents not meeting recording requirements;
Performs on-line data entry and file maintenance as assigned;
Reviews documents filed to ensure completeness;
Makes copies of recordable events, and court orders;
Answers questions regarding the processing of recordable events;
Receives and prepares mail;
Prints copies, and performs one search per customer.

The class specification 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:

Good working knowledge of office practices, office, recording, and legal terminology; and equipment
Ability to operate personal computer and related software
Ability to understand and follow oral and written directions
Ability to deal with the public tactfully and courteously
Ability to make decisions in accordance with laws, regulations and established policies
Ability to use a computer terminal and word processing equipment for data entry, retrieval, and word processing functions

MINIMUM QUALIFICATIONS:

One (1) year of clerical experience and ability to type 35 net wpm


Human Resources Director

Established: August 27, 2018