

## REGISTER OF DEEDS TECHNICIAN

GENERAL STATEMENT OF DUTIES: Performs skilled technical tasks involving implementation of software for the Register of Deeds office. Direct supervision is provided by Chief Deputy Register of Deeds or as designated.

### STATEMENT OF TASKS:

Acts as liaison to the public in the use of technology for record searches;  
Assists the MIS employee assigned to the ROD office in the implementation of technology;  
Assists contract staff with issues in correcting archival records;  
Assists in maintaining the Atrix System;  
Assists staff in identifying and defining questionable legal descriptions;  
Assists with the use of the Image Converter Plus in converting grayscale images to tiff black and white then saving converted images to the DTS vault using the Cam module;  
Request data loads from DTS;  
Assists Chief Deputy ROD in the implementation of book scanning project.

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 hardware used by the ROD office;  
Ability to interact with the public;  
Knowledge of legal documents involving transfer of real property ownership and sources of information relating to such transfers;  
Ability to read and interpret plat books, maps and legal descriptions;  
Knowledge of vocabulary, legal provisions and technical procedures relating to legal descriptions;  
Knowledge of state statutes regarding real property transfers;  
Ability to perform clerical duties required for recording documents including;  
Ability to do genealogy search using deed and mortgage index books.  
Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS

Five (5) years experience as a realstate abstractor, realstate title searcher or realstate examiner and experience working in a Register of Deed's office.

Established: October 1, 2011

  
Human Resources Director