

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Office of Recorder of Deeds
Classified, GRADE 5
40 Hour Week

DEED CLERK I

GENERAL STATEMENT OF DUTIES: Performs data entry for indexing; performs general clerical duties; and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employee performs general clerical work with detailed instructions given for new or difficult assignments. Work is reviewed in process or upon completion for accuracy. Supervision provided by other Deed Clerks or Deputy.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, balancing, crawling, feeling, handling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Review documents to be recorded for correctness and completeness;

Calculate proper fees for services to be performed;

Extract appropriate indexing information from each type of document and enter into computer database;

Assist the public in locating documents;

Prepare certified copies and receipts;

Operate equipment to digitally scan and microfilm documents;

Verify data entry for the various types of documents;

Annotate recorded mortgages to indicate assignment and satisfaction;

Assist in maintaining office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of office terminology, procedures, and equipment, and of business arithmetic and English; skill in basic data entry; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow simple oral and written directions; ability to write legibly; clerical aptitude; ability to perform detailed and exacting tasks in areas open to the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school course work or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination administered by Kent County Personnel office. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

Rev 12/91
Rev 07/94
Rev 07/01/00
Rev. 07/01/13
Rev. 07/01/15