

KENT COUNTY POSITION DESCRIPTION

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

Office of Recorder of Deeds
Classified, GRADE 6
40 Hour Week

DEED CLERK II

GENERAL STATEMENT OF DUTIES: Performs a variety of clerical and typing tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible and varied clerical work, requiring a qualified typist. The work required the exercise of judgment in the application of prescribed procedures and methods to routine matters. Depending upon the nature of the assignment, the work may be done under general supervision or independently, and may be checked by another step in the clerical process or by an immediate supervisor.

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)

Examine all documents received for recording;
Check and verify correct signatures, dates, notary acknowledgements, notary seals, corporate seals, and any required attachments, as applicable;
Verify correct recording fee, document fee, and transfer tax amount;
Receive for record all incoming documents and affix stamp as provided in standard procedures;
Perform data entry for indexing and process document using scanner;
Maintain accurate records of all incoming documents and balances;
Prepare various payments, deposits, and issue receipts;
Collect fee and deposit in proper accounts and prepare reports;
Answer telephone and give general information in response to public or official inquiries;
Assemble a variety of data from office records for incorporation into various reports;

Enter data from documents as required;
Verify data entry for various types of documents; Compile information and prepare monthly reports;
Assist public in operation of equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of office terminology, procedures, and equipment, and of business arithmetic and English; some knowledge of elementary bookkeeping; ability to understand and follow complex oral and written directions; ability to maintain complex clerical records and prepare reports from such records; ability to make minor decisions in accordance with laws, ordinances, regulations, and established policies; ability to make relatively complex mathematical computations rapidly and accurately; ability to type from clear copy or rough draft at an average rate of speed; clerical aptitude; good judgment; 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.; with two or more years experience as a deed clerk; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: 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