

KENT COUNTY POSITION DESCRIPTION

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

Office of the Recorder of Deeds
Pay consistent with Grade 9
FLSA exempt position

DEPUTY RECORDER OF DEEDS

GENERAL STATEMENT OF DUTIES: The incumbent is selected and employed by the Recorder of Deeds, who may discharge the incumbent at any time. The Recorder of Deeds is responsible for all official acts, neglects and defaults of the incumbent while employed in this position. The incumbent shall be possessed of all the authority of the Recorder of Deeds, and in the absence or disability of the duly elected Recorder of Deeds, shall perform all the duties of the office until the vacancy so created shall be filled as required by the Constitution or statutes of the State (ref Title 9, '9602, 9603 of Delaware Code).

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally and up to 10 pounds of force to move objects; work requires reaching, fingering, grasping, balancing, handling, lifting, pulling, pushing, stooping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, 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.

EXAMPLES OF WORK: (Illustrative Only)

Ensure that all documents properly presented for recording are received for record and so noted;
Ensure that copies of all recorded documents are permanently preserved, properly indexed, and publicly accessible;
Ensure that all funds received by the office are properly safeguarded, accounted for, and deposited each day;
Supervise the assigned staff on a daily basis;
Ensure that Kent County Personnel policies and procedures are followed in the office;
Set up procedures for filling vacant staff positions and manages applicant interviews;
Develop office policies and procedures for approval of the Recorder of Deeds;
Purchase office equipment and supplies;
Write or edit all written communication;
Assist in preparation and management of office budget and related financial reports;
Plan, distribute and evaluate the work of subordinates;
Prepare and distribute monthly reports;
Supervise the training of new employees and orient them to office procedures;
Coordinate office programs with other County elective offices and State of Delaware departments;
Serve in liaison capacity between the office, attorneys and the general public;
Direct and manage special projects;

Review, approve or reject, and maintain all electronic filing agreements;
Verify daily ACH e-recording funds are correctly transferred;
Resolve any/all issues between Kent County Recorders office and submitting e-recording vendors and third party vendors;
Attend meetings of the Delaware Association of County Row Officers;
Prepare and submit reports as requested by recorder.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Appreciation for the laws and regulations relating to the recording of legal documents; knowledge of administrative principles; ability to establish and maintain effective working relations with department managers, the legal community and the general public; ability to communicate courteously and effectively, both verbally and in writing; demonstrated ability to manage operational functions and supervise personnel; tact and courtesy; a working knowledge of personal computers; regular and timely attendance; performance of duties in a safe manner; good professional judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: An Associates or Bachelor's degree from an accredited college or university; at least five years' experience as an executive, supervisor, office manager, and/or administrator including at least three years' experience in financial oversight; or any equivalent combination of experience and training which provides the required knowledge and skills.

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

EST. 07/01/03
Rev. 07/01/15