

KENT COUNTY POSITION DESCRIPTION

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

Office of Recorder of Deeds
Classified, GRADE 7
40 Hour Week

DEED CLERK III

GENERAL STATEMENT OF DUTIES: Assists the Recorder of Deeds in the administration of the office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this single class is responsible for supervising assigned staff and works with attorneys and the general public in relation to the satisfaction of mortgage, tax lien, and corporation papers to be recorded and various other types of legal documents.

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, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, climbing, handling, kneeling, stooping, 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 deductive processes; 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, 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) Supervise the work of assigned staff;
Record all incoming documents and accounts for filing fees accompanying the documents;
Return documents after processing;
Keep detailed payroll records;
Compile information and prepare monthly reports;
Answer questions and provide assistance to the general public;
Prepare personnel documents;
Receive and examine deeds, releases, agreements of various kinds, mortgages, deeds, powers of attorney, easements, right of ways, declarations, subordinations, financing statements, plots, federal tax liens, assignments, amendments, modifications, leases, appointments, corporations, and various other documents;
Prepare various payments, deposits, and issue receipts;
Perform data entry for indexing and process document using scanner;
Maintain accurate records of all incoming documents and balances;
Verify data entry for various types of documents;

Prepare various payments, deposits, and issue receipts.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of procedures, forms, legal terminology, rules, regulations, and laws as they apply to the Office of the Recorder of Deeds; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with the general public; good judgment and initiative; 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 coursework or G.E.D., with at least three years experience as a deed clerk; or any equivalent combination of acceptable education and experience which provide the 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

Rev. 07/01/16