

**Title: Deed Clerk I**  
**Department: Office of the Recorder of Deeds**  
**Division/Office: N/A**



Grade 2109; Hourly position; Category: Classified; Job Code: DCI; Rev.:07/01/2021

### **General Description**

The purpose of this position is to enter data for indexing recording documents and general clerical support.

This position works under close to general supervision of the Deputy and Deed Clerk III according to set procedures but determines how or when to complete tasks.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Reviews documents to be recorded for correctness and completeness.
- Extracts appropriate indexing information from each type of document and enter into computer database.
- Assists the public in locating documents.
- Prepares certified copies and receipts.
- Operates equipment to digitally scan documents.
- Verify data entry for the various types of documents.
- Provides a variety of routine clerical support.
- Assist in maintaining office equipment.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by experience and/or training that includes general office work and computer use or any equivalent combination of education, training, and experience.

### **Additional Requirements:**

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.

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.

### **Americans with Disabilities Act Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by

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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 preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- May be required to pass standardized examination to determine basic knowledge, skills & abilities.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement