

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



Grade 2112; Hourly position; Category: Classified; Job Code: DEC2; Rev.:07/01/2021

General Description

The purpose of this position is to provide general clerical support.

This career ladder series position works under close to general supervision by 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.
- Checks and verifies correct signatures, dates, notary acknowledgements, notary seals, corporate seals, and any required attachments, as applicable.
- Verifies correct recording fee, document fee, and transfer tax amount.
- Receives for record all incoming documents and affix stamp as provided in standard procedures; Perform data entry for indexing and process document using scanner.
- Maintains accurate records of all incoming documents and balances.
- Prepares various payments, deposits, and issue receipts.
- Collects fee and deposits in proper accounts and prepares reports.
- Answers telephone and gives general information in response to public or official inquiries.
- Assembles a variety of data from office records for incorporation into various reports.
- Enters data from documents as required.
- Verifies data entry for various types of documents.
- Compiles information and prepare monthly reports.
- Assists public in operation of equipment.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by two (2) years of experience as a deeds clerk, clerical or administrative assistant or any equivalent combination of education, training, and experience.

Additional Requirements:

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.

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



Grade 2112; Hourly position; Category: Classified; Job Code: DEC2; Rev.:07/01/2021

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 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

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.

Employee Acknowledgement