

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



Grade 2115; Hourly position; Category: Classified; Job Code: DC3; Rev.:07/01/2021

General Description

The purpose of this position is to collect and record settlement documents. This single position class works under general supervision of the Deputy, independently developing work methods and sequences.

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.

- Receives and examines 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;
- Answers questions and provides assistance to the general public.
- Records incoming documents and accounts for filing fees accompanying the documents.
- Receives payments, prepares deposits, and issues receipts.
- Trains, supervises, and assists other Deed Clerks with work assignments.
- Maintains detailed payroll records.
- Maintains accurate records of all incoming documents and balances.
- Compiles data and prepares monthly reports.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by three (3) years of experience as a deeds clerk, clerical or administrative assistant or any equivalent combination of education, training, and experience.

Additional Requirements:

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.

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

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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