

Title: Deputy Recorder of Deeds
Department: Office of the Recorder of Deeds
Division/Office: N/A



Grade 2116*; FSLA Exempt position; Category: Appointed; Job Code: DROD; Rev.:07/01/2021

General Description

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.

This position works under general supervision, independently developing work methods and sequences. *Position eligible to participate in classification and pay plan per County policy.

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.

- Coordinates assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- 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.
- Ensures all documents properly presented for recording are received for record and so noted.
- Ensures copies of all recorded documents are permanently preserved, properly indexed, and publicly accessible.
- Ensures that all funds received by the office are properly safeguarded, accounted for, and deposited daily.
- Ensures that Kent County Personnel policies and procedures are followed.
- Purchases office equipment and supplies.
- Assists in preparation and management of office budget and related financial reports.
- Prepares and distributes monthly reports.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires an Associate's degree supplemented by four (4) years of experience as a deeds clerk, clerical or administrative assistant or any equivalent combination of education, training, and experience.

Additional Requirements:

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

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manage operational functions and supervise personnel; tact and courtesy; a working knowledge of personal computers; regular and timely attendance; performance 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 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