

# NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

**10/03/2018**

## **DEPUTY REGISTER OF DEEDS**

Northampton County is accepting applications for a Deputy Register of Deeds to perform clerical work of a legal nature in the office of the Register of Deeds. This employee files records, indexes a variety of documents and releases information to the public regarding various vital statistics, records, and legal actions.

Requirements: Graduation from high school including business courses and some experience in office work and dealing with the public; or an equivalent combination of education and experience.

Apply at the Employment Security Commission  
Becker Village Mall, Roanoke Rapids NC  
or at the Human Resources Department  
107 Thomas Bragg Drive  
or mail application to: HRD, PO Box 367, Jackson NC 27845

**Normal Hiring Salary Range: Grade 59 (\$24,164 – \$25,386)**

SUBMIT A NORTHAMPTON COUNTY APPLICATION  
Available @ [www.northamptonnc.com](http://www.northamptonnc.com)

**Postmark/Deadline: October 17, 2018**

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*Northampton County is an Equal Opportunity Employer and hires only US citizens  
and lawfully admitted aliens and complies with ADA requirements.  
Northampton County is a drug-free workplace.  
All successful candidates will be subject to drug testing and background checks  
as condition of employment.*

# **DEPUTY REGISTER OF DEEDS**

## General Statement of Duties

Performs responsible clerical work of a legal nature in the office of the Register of Deeds.

## Distinguishing Features of this Class

An employee in this class files, records, and indexes a variety of documents and releases information to the public regarding various vital statistics records, and legal actions. Work requires accuracy in details. Initiative and judgment are required in performing duties within limits of general statutes and prescribed policies. Work may subject employees to dust and fumes in working with old records and the mechanical equipment in the office. Work is performed under the supervision of the Register of Deeds and is evaluated by daily observation, discussion, and accuracy of records and completed work.

## Duties and Responsibilities

### Essential Duties and Tasks

Files and records documents concerning real property, such as deeds, deeds of trust, right-of-way agreements, and maps; cancels deeds of trust on receipt of sufficient evidence.

Indexes a variety of legal documents such as plats, deeds of trust, articles of incorporation, bankruptcy, foreclosures, power of attorney, and UCC financing statements.

Gives information to the public and assists those who wish to search records.

Copies a variety of instruments, cards, and other materials by typing or by using copying machine or scanning equipment.

Indexes vital records; issues marriage license; issues copies of birth, marriage, and death certificates, military discharges, legitimization papers; files birth and death records; fills out delayed birth certificates after examining evidence and sends to State Register of Vital Statistics for approval; sends amendments of instruments to the State Board of Health.

Files, records, and indexes financing statements and other documents required by the Uniform Commercial Code; return duplicate statement to secured party or assignee; cancels statement upon termination.

Collects fees; keeps records of collection, excise stamps and daily accounts of copies made.

### Additional Job Duties

Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

Working knowledge of the functions and procedures of the office of the Register of Deeds.

Working knowledge of the purpose and composition of a variety of documents and of terms used in the office.

Working knowledge of laws relating to matters under the jurisdiction of the Register of Deeds.

Skill in typing rapidly and accurately and operating computers-and office machines effectively.

Ability to work accurately with words and figures and to write legibly.

Ability to follow established procedures and specific instructions.

Ability to deal tactfully and courteously with the public; and maintain effective working relationships with other employees.

Physical Requirements

Must be able to physically perform the basic life support functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze figures and data, operate a computer terminal and various scanning equipment, and do extensive reading and research.

Desirable Education and Experience

Graduation from high school including business courses and some experience in office work and dealing with the public; or an equivalent combination of education and experience.