

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

05/22/2019

Part Time Deputy Register Of Deeds

Northampton County is accepting applications for a Part Time Deputy Register of Deeds to perform clerical work of a legal nature in the office of the Register of Deeds. This employee files, records, and 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 in person at the Northampton County HR Department, 9467 HWY 305, or mail the application to: HRD, PO Box 367, Jackson, NC 27845 or send via email to Northampton.HR@nhcnc.net

NORTHAMPTON COUNTY APPLICATION IS REQUIRED AND AVAILABLE AT:
www.northamptonnc.com

Hourly Rate: \$12.31

Closing Date: Open Until Filled

SEE COMPLETE JOB DESCRIPTION BELOW

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens. Northampton County Is A Drug-Free Workplace. All Candidates Will Be Subject To Background Checks/Drug Testing As A 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.

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.

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 perform the basic operational skills of talking, reaching, standing, stooping -kneeling, walking, lifting, grasping, hearing, and repetitive motions; Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Some positions assigned to this class may require light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

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.