

**Classification Title: Register of Deeds Specialist**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** The leader in an assigned unit that assists customers on the phone, electronically or in person with information and data on legal documents and information on the filing, retention and retrieval of that information.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Assists customers by providing information and services on work performed, files, information and legal documents maintained by the office. Provides direct assistance in the completion of documents or requests which could include licenses, real estate information, statistics and marriage applications.
2	S	Records documents and files with the appropriate office. Authenticates documents and ensures appropriate signatures are affixed.
3	S	Receives and sorts mail and documents received. Ensures appropriate recording and filing for items such as maps and deeds. Researches information for customers.
4	S	Takes payments and balances cash drawers. Enters information into appropriate databases and electronic systems. Maintains all reports as required.
5	S	Draft spreadsheets, send daily production emails to management, research NC NC general statutes, contact NC School of Government for statutory interpretations on recording issues.
6	S	Direct the team and answer specific questions in the supervisor's absence. Assist with training new employees that are cross training from other units.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	High school diploma or equivalent.
Experience	Two years of clerical experience.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None.
Reading	Intermediate

Math	Intermediate
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CLASSIFICATION REQUIREMENTS	
Writing	Intermediate
Managerial	Receives general direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculators, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.