

Classification Title: Register of Deeds Supervisor

FLSA Status: Exempt

BRIEF DESCRIPTION: Supervises the clerical staff to ensure the incoming work is processed daily without any backlog. Provides adequate training for new employees as well as training for all employees whenever there is a statutory change. Tracks the workflow in the unit along with the production/errors of the staff in the unit and update the staff whenever there are statutory changes that affect how the work is processed. Prepares training material, reviews timesheets, processes performance evaluations, and provides great customer service.

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	L	Monitors the daily incoming work and assign daily tasks to the employees in the unit. Monitors the work production and work quality of the staff in your unit. Prepares spreadsheets/reports to track the amount
2	L	Provides adequate training for new employees as well as others that may be cross training in the unit. Keeps abreast of any statutory changes that affect the work in Vital Records.
3	L	Tracks the amount of certified security paper and outgoing envelopes that are used when processing certified birth and death records.
4	L	Monitors employee’s leave and prepares performance evaluations.
5	L	Respond to customer inquiries by email, phone, or in person as quickly as possible. Research the statutes and ROD Guidebook to provide the customer with the correct response.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	High school diploma or equivalent.
Experience	Two years of experience during Clerical work, working in customer service, and or supervisory experience.
Equivalent Education & Experience Accepted?	Yes
Certification and Other	None

Requirements

CLASSIFICATION REQUIREMENTS	
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction: Within this position, the employee normally performs the position by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.
Budget Responsibility	No.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
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:

Emergency care equipment, communications devices, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle

Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

N/A