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Deputy Register of Deeds I

Nature of Work

This is responsible administrative and technical work assisting with the receipting, recording, and filing of documents for the Register of Deeds office. Job responsibilities include performing a variety of detailed and complex transactions pertaining to property ownership in _____ County and collecting the appropriate fees charged for each of these transactions. Additional activities include providing assistance to individuals needing information regarding property parcels, calculating fees for various property transactions, scanning documents into the computer database and assisting with office cash transactions. Job responsibilities require experience working with the public, good organizational, interpersonal and decision making skills, dedicated attention to detail, the ability to prioritize daily, weekly and monthly activities and follow established policies and procedures without exception. Job performance is evaluated by the Register of Deeds and/or Chief Deputy Register of Deeds through review of the accuracy and comprehensiveness of completed transactions, ability to interact effectively with co-workers, public officials and the public, quantity and quality of work performed on a daily basis and adherence to established policies and procedures. Job activities are also subject to annual state audits.

Illustrative Examples of Work

- Receipts documents by entering the information into the computer system including origination of the document, where it is to be returned, type of document, value of property and/or amount of mortgage, names of individuals, number of pages and amount of payment required.
- Validates documents by indicating the date and time it was recorded, the record book and page where it can be found, the amount of fees charged, the name of the employee who receipted it and then numbering the pages of the document.
- Assists with recording fees and determining the amount of overages and shortages by reviewing the daily deposit sheet, daily fee report and cash journal to ensure the books balance at the end of each day.
- Assists with the preparation of daily bank deposits for all fees collected.
- Assists with preparing copies of Notice of Completion for the Property Assessor's office.
- Sends Notice of Completions to area lenders to notify them of when the construction of a house is complete.
- Indexes deeds and other documents into the computer system by entering names, dates, property descriptions, map and parcel numbers, prior record books and page numbers, prior plat cabinets and slide numbers and prior will books and page numbers.
- Scans documents into the computer system ensuring that all seals are inked, pages are in order and the information is legible after being scanned.
- Ensures that all new documents that make reference to previous recordings are properly noted in the margin.
- Copies documents on specialized paper from document images that have been scanned.

- Marks documents to indicate the document has been recorded and the relationship of the document to other recorded documents (i.e. assignments, releases, modifications, appointment of trustees, subordination, trustee's deed, affidavits, re-recorded documents, etc.).
- Processes UCC-1's by retaining one copy on file according to file number and returning the others with the documents.
- Assists with processing billing statements for submission to the State of Tennessee and the federal government after liens and releases have been properly recorded.
- Returns original documents to the appropriate place or person after they have been processed.
- Maintains Property Reference Books to ensure consistency and accuracy of property names and identifying information.
- Answers the phone, greets customers and provides assistance to individuals who come to the Register of Deed's office
- Makes copies for customers, records customer's name and number of copies in log book and collects fees for copies made.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school supplemented with additional course work and/or training in real estate, banking, office management, accounting or related field; experience working in a government office setting and serving the public; good organizational, interpersonal and decision making skills; dedicated attention to detail; or any equivalent combination of education and experience to provide the following critical knowledge, abilities and skills:

- Considerable knowledge the operational policies and procedures established for the Register of Deeds office.
- Considerable knowledge of state recording laws for Register of Deeds Office including T.C.A. volumes IIA, 3 and 8A.
- Knowledge of double entry accounting procedures utilizing offsetting debits and credits and the reconciliation of accounts.
- Knowledge of the functions and interface with county governmental offices involved with the possession and taxation of property including the Property Assessor's office and Trustee's office.
- Ability to compute deed taxes, mortgage taxes and fees charged for various documents in a consistent and accurate manner.
- Ability to consistently make sound decisions regarding whether or not a document is acceptable to be recorded.
- Ability to effectively prioritize job assignments and perform job related tasks in a highly organized and efficient manner.
- Ability to consistently make proper job related decisions within established operating policies and procedures.
- Ability to make arithmetic computations and perform other job related activities in a consistently accurate manner.
- Ability to maintain a consistently high level of attention to detail when dealing with job related information.
- Ability to write in a legible and easily understood manner.

- Ability to establish and maintain effective working relationships with other local officials, co-workers, real estate agents, attorneys and the public.
- Skill in the operation of common office equipment (e.g., FAX machines, typewriters, postage machines, laminators, copiers, calculators, etc.)
- Skill in the use of computer terminals, proprietary software (BIS), scanners, and office related software programs including word processing and spreadsheet applications.

_____ County Government
FLSA – Non-Exempt
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