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COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DEPUTY REGISTER

PURPOSE OF CLASSIFICATION

The purpose of this job is to support the Register of Deed by maintaining responsibility of technical work of a legal nature in the office of the Register of Deeds. Initiative and judgment are required in carrying out duties within the limits of prescribed policies. The work is performed under general supervision of the Register of Deeds and is evaluated by observation, discussion, and accuracy check by other employees.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises the general operation of the department interpreting and implementing policies set forth by the Register of Deeds.

Provides assistance to office personnel in the resolution of difficult problems and instructs new employees on office procedure.

Acts as resource person handling public inquiries of an unusual and/or complex nature dealing with departmental activities.

Daily checks incoming real estate property documents such as deeds, mortgages, liens, and the like; ensures that all legal requirements for recording have been met and that proper fees are included.

Returns all instruments needing correction.

Enters money received in computer and obtains receipt. In cases of overpayment issues, sends check for proper amount.

Maintains daily balance sheet of all transactions and weekly reports balance and transfers funds to the County Treasurer.

Daily deposits receipts in the proper accounts and maintains related records.

Processes Sheriff's deeds redemptions according to laws; includes computing redemptions, preparing proper legal documents and composing necessary notices to interested parties.

Attends the County Plat Board meetings and assists in the maintenance of necessary records of plat pending or recorded.

Maintains the transfer tax reports as generated by computer and is responsible for maintaining integrity.

Replenishes inventory of departmental supplies issuing necessary requisitions and maintains supply account records.

Compiles information needed for weekly, monthly, semi-annually, and yearly accounting reports on departmental activities and submits to Controller on a monthly basis and to the Board of Commissioners annually. May give public presentations on the history of the Register of Deeds and the laws that require recordation of legal documents.

May examine microfilm security film annually for signs of deterioration.

Manages annual revenues of the office of the Register of Deeds.

Makes recommendations for computer equipment and reviews prospective bids for proper fitness of purpose.

Act for the Register of Deeds Chief Deputy in their absence.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with major work in business administration or closely related field and four years of administrative or supervisory experience for two or more programs common to a County Register of Deed's office; OR an equivalent combination of training and experience. May require a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Human Interaction: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Must be able to communicate effectively and efficiently in a variety of administrative, financial, legal, or professional languages, including terminology related to county licenses/taxes.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions. Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice

Mathematical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; compute discount, interest, profit/loss, ratio/proportion, etc.

Functional Reasoning: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation

Situational Reasoning: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Must be physically able to operate a variety of machinery and equipment which includes a cash register, computer, printer, typewriter, calculator, copy machine, facsimile machine, microfiche reader, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for light work. Requires the ability to talk and or hear.

Sensory Requirements: Requires the ability to inspect items for proper length, width, and shape. Requires the ability to coordinate hands and eyes in using automated equipment. Requires the ability to differentiate colors and shades of color.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 1.5 **Maximum Continuous Time:** 15 minutes

2. SITTING

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 45 minutes

3. LIFTING/CARRYING

Objects: More frequent in the first quarter of the year

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: on occasion

5. CLIMBING

Tasks: retrieving items from top shelf in storage room

Device: Ladder

Height: 9 feet from ground

Frequency: Occasionally

6. BENDING/SQUATTING/KNEELING

Tasks: getting files

Frequency: daily

7. REACHING

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		

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_____ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date