

Delaware County

POSITION DESCRIPTION

Title: Deputy Clerk	Department: County Clerk's Office
Reports to: County Clerk	FLSA Status: Non-exempt
Approval Date: July 3, 2018	Revision Date: N/A

Position Profile

The Land Records Clerk updates ownership into a computer system from legal recorded documents and tract index books, including lot splits, right-of-way dedications and easements and other data related to real property; reading legal descriptions; reading and verifying maps including Delaware County Assessor Maps and Delaware County Recorder maps.

Duties and Responsibilities

- Reads and interprets recorded legal documents transferring ownership on real property and distinguishes the difference between the documents, including but not limited to agreements, releases and deeds to clear title;
- Plots a parcel of land onto a map from a metes and bounds legal description;
- Establishes legal descriptions and ownership records for newly recorded subdivisions;
- Provides legal descriptions and related land and ownership information to the public, other City departments and Governmental agencies;
- Maintains regular and reliable attendance.
- Must record and transcribe minutes of County meetings as assigned.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Must be able to be present at the designated work site a minimum of 40 hours per work week, as established by the County Clerk. Assists in maintaining records and official minutes of meetings
- Maintains all contracts with the County
- Maintains the County Seal(s)
- Attests the signatures of the County Commissioners on documents
- Assists County Clerk with County budget
- Assists County Clerk by reviewing and approving all claims for payment
- Keeps all financial reports of the County
- Maintains fixed asset inventory for the County
- Maintains all legal publications for County
- Maintains all claims against the County
- Assists and/or handles bids/quotations for the County
- Assists in filing documents accurately.
- Serves as backup to the Payroll Coordinator and is accountable for collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees.
- Is responsible as backup for the Payroll Coordinator for the processing of all matters of County employee benefits.

Must be 18 years of age or older. Must be able to pass a pre-employment drug screen and employment background screen. Will be subject to continuous drug screenings throughout employment. Excellent communication skills, computer proficiency, and organizational ability are required.

Education and/or Experience

Requires previous work history in an office setting. Filing and data entry experience preferred. High school diploma/GED required. **PREVIOUS WORK IN LAND RECORDS PREFERRED**

Knowledge, Skills, and Abilities

Ability to:

- Read, write, speak and understand the English language.
- Keep information confidential.
- Perform assigned tasks under frequent supervision.
- Follow written and verbal instructions.
- Establish and maintain positive relationships with managerial staff, co-workers, guests, and the general public. Work well alone or within a team.
- Communicate information and suggestions in oral and written form. Prepare written documents and complete reports as required.
- Utilize MS Office products at beginner to basic (create new documents, open/edit existing documents) skill level.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Assists in processing payments from citizens.
- Assists in filing documents accurately.
- Performs other duties as instructed by the County Clerk.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for long periods of time. The employee is occasionally required to lift and/or move up to twenty five (25) pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to an indoor office work environment. The noise level varies from light to moderate. Frequently uses personal computer system to perform job functions. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people.

NOTE: The omission of specific statements or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an

employment agreement between Delaware County government and the employee, and is subject to change by Delaware County as the needs and requirements of the job change.

Delaware County is an Equal Opportunity Employer