

OSCEOLA COUNTY JOB DESCRIPTION

DEPUTY of REGISTER OF DEEDS

Supervised By: Osceola County Register of Deeds.

Supervises: Subordinate departmental employees or others as assigned.

Position Summary:

Under the supervision of the Register of Deeds, assists customers at the counter or by telephone. Assists people at the counter by checking and recording documents and conducting searches regarding property. Records documents that have met recording requirements and answers questions that may refer to property. Enters data on recorded documents to the computer and indexes, verifies data against the documents and enters into the Tract Books. Assists passport applicants with questions; provides them with proper passport forms; directs appropriate questions to the Department of State; calculates collects and receipts fees; verifies identity and photographs along with birth certificates, naturalization papers and other citizenship documentation; complies with passport guidelines, policies and procedures. Mails applications and tracks mailing until receipt at passport facility. Performs various other support tasks.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists people at the counter by recording documents after verifying information such as names, addresses, marital status, acknowledgment information and collecting fees. Notifies customers of changes that need to be made, applies recording data to documents.
2. Answers telephone calls and provides information on documents that have been recorded, fee schedules, and other information related to recording property. Conducts file and computer searches for callers
3. Researches information on property, checks on the status of deeds, determines grantor/grantee, mortgagor/mortgagee, survey and other information, and answers questions related to departmental operations. Conducts searches by legal description as necessary.
4. Enters information from documents to computer, including the type of document, execution date, date of recording, liber and page, fee amount, determines the parties, names and other vital information. Mapping, drawing, calculation and visual comprehension of area and acreage
5. Compares data on the computer with the original recorded document such as deeds, mortgages, and liens for accuracy. Makes corrections on the computer, verifying questions with attorneys, banks, title companies, oil companies and others as necessary. Scans the daily work to the permanent record for viewing by the public.

6. Calculates recording fees and state and county transfer taxes.
7. Print mailing labels. Sort, staple and seal originals for mail back of recorded documents to owners, mortgage companies and other recording parties following verification of data entry. Enters return date to computer entry book.
8. Maintains State, Federal, and Michigan Employment tax lien files. Enters data to a permanent record. Conducts tax lien searches.
9. Prepares cards for survey files. Provides information on recorded land certificates and remonumented corners.
10. Makes copies of recorded documents for attorneys, title companies, surveyors, real estate companies, banks, mortgage companies, oil and gas companies, and the general public.
11. Inputs data to enhance search capabilities, performs back indexing to upgrade technology, retrieves data, and manages the computer back-up files.
12. Balances cash drawer daily. Run various reports to verify.
13. Enters information into Tract Books using neat cursive penmanship and following established policies and procedures.
14. Assists customers with applications for passports by supplying them with appropriate forms, answering questions, complying with passport guidelines, policies and procedures, verifying information and identification, calculating, collecting and receipting passport fees, administering oaths, verifying signatures and recording appropriate information, mailing and tracking applications until received at passport facility. Contacts or refers applicants to the U.S. Department of State when necessary.
15. Maintain passport records, policies and procedures to pass an inspection on semi-annual basis determining compliance with agency's policies, procedures and practices.
16. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Possession of a high school diploma or equivalent,
- Two to three years of experience and familiarity with real estate and the general lay out of county roads/avenues, land marks, railroad, government lots, rivers and streams, with knowledge of legal documents, real estate and legal property descriptions, mapping skills and mathematical skills for converting land measures.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to be certified through the U.S. Department of State to be a passport acceptance agent;

requires yearly renewal of certification by taking online courses or in person training.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public
- Ability to assess situations, solve problems, identify suspicious applicants, fraudulent documents and identifications and work effectively under stress, within deadlines, and in emergency situations.
- Ability to comprehend and correctly utilize policies and procedures, passport manuals and reference guides,
- Ability and skills to determine fraudulent documents and identifications and to report them to the U.S. Department of State if required.
- Ability to maintain confidentiality of customers or applicant's personal and restricted information.
- Skill in assembling and analyzing data, calculating and receipting fees, preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Tyler Technologies (Eagle Recorder) software and new technologies.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, climb, bend, stoop and kneel, climb ladders, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.