



BROWN COUNTY

25 Market St.
Aberdeen, SD 57401

COMMISSION/HR
(605) 626-7115
FAX (605) 626-4010
www.brown.sd.us

FULL TIME POSITION

JOB DESCRIPTION – REGISTER OF DEEDS DEPUTY POSITION

POSITION TITLE: **DEPUTY**

DEPARTMENT: Register of Deeds Office - consisting of the Register of Deeds, one Chief Deputy and 4 Office Deputies which are all full-time positions.

GENERAL DEFINITION OF WORK:

- Performs a wide variety of responsible clerical duties associated with processing and maintaining official records.
- Answers the telephone, responds to questions, takes messages and refers calls to appropriate personnel. Opens mail, prioritizes letters and files requests.
- Works at counter answering questions and assisting the public in looking up information contained in a variety of public records.
- Prepares and/or issues copies of vital records, including birth certificates, marriage licenses, death certificates, and military service discharge records. Establishes proper ID of applicants.
- Collects and receives monies for recording fees and real estate transfer taxes; maintain daily balance sheet of receipts issued
- Research records; make copies and mail, fax or email with memo to requesting party.
- Maintain accurate record books and indexes of documents.
- Able to look up legal descriptions and locate where the instrument is recorded.
- Able to transfer legal descriptions to index books and on to computer.
- Takes in money from the public and issues receipts.
- Perform other duties as assigned, including notifying supervisor of concerns.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use all Microsoft Office products proficiently.
- Typing and general clerical skills.
- Considerable knowledge of the principals and practices of modern office management.
- General knowledge of the scanning process and duplication practices and procedures.
- Ability to develop and modify work procedures, methods and processes to improve efficiency.
- General understanding of land title abstract, real estate transactions and legal descriptions a plus
- Ability to use a computer, copy machine, and any other office equipment.
- Ability to deal with the public and employees tactfully and courteously.

- Ability to handle conflicts or complaints from the public.
- Able to operate various software programs on the computer.
- Positive public relation skills, is a self-starter, has problem solving skills and can deal with multiple tasks simultaneously.

MINIMUM QUALIFICATIONS:

High school diploma or general education degree (GED) will be the minimum level of education that will be considered.

Must have three (3) years related experience and/or training; or equivalent combination of education and experience in office/clerical duties.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one settings and small group situations.

Ability to perform basic mathematical functions.

Ability to possess or be able to obtain a valid SD driver's license.

PHYSICAL REQUIREMENTS:

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.

BROWN COUNTY REGISTER OF DEEDS DEPUTY POSITION

Brown County is seeking a responsible individual for the full-time position of Register of Deeds Deputy position. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Human Resources Department. Salary is \$15.14 per hour. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., June 22, 2018 to Brown County Commission Asst. /HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7115, fax (605) 626-4010, email Gary.Vetter@browncounty.sd.gov.

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.