

Sevier County Job Description



Title: Deputy Recorder I / II / III / IV	Department: County Recorder
Grade: I - 9 / II - 11 / III - 14 / IV - 16	FLSA Status: Non-Exempt
Job Code: I - 550.1 / II - 550.2 / III - 550.3 / IV - 550.4	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of complex and technical clerical duties designed to expedite the processing, recording, abstracting and archiving of legal documents filed with Sevier County.

Deputy I: Entry Level / **Deputy II:** Working Level / **Deputy III:** Advanced Level / **Deputy IV:** Full Performance Level

SUPERVISION RECEIVED

Works under the general supervision of the County Recorder or Lead Deputy Recorder.

Deputy I: Close / **Deputy II:** Close to General / **Deputy III and Deputy IV:** General

SUPERVISION EXERCISED

Deputy I: None

Deputy II: May provide some training to Deputy I

Deputy III: May provide training to Deputy I and II

Deputy IV: May provide supervision on a project to project basis.

ESSENTIAL FUNCTIONS

Deputy I or Basic Functions for All Deputies

- Assists the public through the mail or over the counter;
- Collects and receipts fees and conducts daily cash register balancing of receipts and deposits revenue;
- Processes requests related to recording of legal documents and executing re-conveyances;
- Verifies information, date stamps, assigns recording and indexing codes and numbers;
- Operates computer terminal for entry and retrieval of data related to recordings of deeds, mortgages, liens, judgments, probates, leases, foreclosures, wills, mining claims, UCC financing statements, defaults, assignments, satisfactions, etc.;
- Updates permanent docket books and indexes according to established procedures, assures accuracy of completed entries;
- Performs research of titles, liens, ownership's, deeds, and other recorded documents for the public and by mail and makes copies of documents as requested;
- Receives, time records, dates and performs data entry of financing statements (UCC's), showing debtor, secured party, assignee and description of collateral;
- Receives documents from title companies;
- Determines multiple parties to documents (etal) and completes "additional indexing" record;
- Processes documents and separates by title and indexes according to standard procedures;
- Maintains an abstract record showing tracts, instrument recorded, date and character of instrument, time of filing and the book and page number where the instrument is recorded to show chain of title to each;
- Assists the public in making searches for conveyances, mortgages and other instruments affecting the title to any property and furnishes certified copies of documents;
- Abstracts legal description into various books and computer records according to property description;
- Organizes, scans, films, proofs, and stores documents according to established guidelines;
- Creates digital images of records and documents and prepares the same for State Archives;
- As requested by county attorney, searches legal documents to identify existing right-of-ways, easements, section dimensions, and landmarks (rivers, streams, etc.) for inclusion on township maps;
- Researches abstract books to determine property ownership or title conveyance;

Deputy II (in addition to the essential functions outlined for Deputy I)

- Update records with address changes, military discharge records, death certificates, etc to maintain accuracy of records;
- Assist the public in researching ancestor's properties and documents.
- Assist public with locating property on a plat map showing dimensions, acreage and location of the property.

Deputy III (in addition to the essential functions outlined for Deputy I and Deputy II)

- Read and understand land documents and legal descriptions and plat the description;
- Read and plat old descriptions;
- Services the public through E-Recording.

Deputy IV *(in addition to the essential functions outlined for Deputy I, Deputy II and Deputy III)*

- Assists in training of other deputies and may supervise some individual projects.
- Know and understand how to use an engineer's scale and to plat descriptions using degrees and angles;
- Have a complete understanding and can perform all responsibilities of a Recorder's office.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Deputy I: Graduation from high school or equivalent, plus one (1) year of general clerical/office experience or above related experience.

Deputy II: *(in addition to the education and experience for Deputy I):* Three (3) years performing the above related functions at Sevier County or five (5) years of progressively responsible experience performing related duties in a recorder's office with one (1) of those years being performed with Sevier County.

Deputy III: *(in addition to the education and experience for Deputy I and II):* Eight (8) years performing the above related functions at Sevier County or twelve (12) years of progressively responsible experience performing related duties in a recorder's office with three (3) of those years being performed with Sevier County.

Deputy IV: *(in addition to the education and experience for Deputy I, II, III):* Twelve (12) years performing the above related functions at Sevier County or fifteen (15) years of progressively responsible experience performing related duties in a recorder's office with five (5) of those years being performed with Sevier County.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:**Knowledge**

Deputy I: Some knowledge of the following;

- Filing and index system;
- Interpersonal communication skills;
- The operation of personal computer or mainframe terminal;
- Various program applications such as word processing, Tyler/Eagle, etc.

Deputy II: Working knowledge of the following *(In addition to the working knowledge outlined for Deputy I);*

- Filing and index system operations associated with recording legal documents;
- The function of the recorder's division and its relationship to other county offices;
- Laws and regulations related to the recording and document archiving;
- Terminology associated with legal documents;
- Technical tools and equipment associated with drafting and cartography;
- Mapping scales and their most appropriate use.

Deputy III: Considerable knowledge of the following *(in addition to considerable knowledge outlined for Deputy I & II);*

- Ability to communicate and train other employees.

Deputy IV: Substantial knowledge of the following *(in addition to substantial knowledge outline for Deputy I, II & III);*

- Basic principles of supervision;
- Working knowledge of technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use.

Skills

Deputy I: Some skill / **Deputy II:** Skilled in / **Deputy III:** Advanced skilled in the following:

- Using general office equipment

Deputy IV: Substantial skill in the following *(in addition to what is outlined for Deputy I, II & III);*

- Using drafting tools, Plat Machine, Scanner.

Abilities

All Deputy Levels the Ability to

- Letter and draw clearly;
- Read and understand legal documents;
- Perform complex mathematical computations;
- Calculate acreage;
- Work independently;
- Operate standard office machinery including computer, typewriter, copy machine, and adding machine;
- Communicate effectively verbally and in writing;
- Work quickly and accurately;
- Develop effective working relationships with elected officials, professionals, the public, and fellow employees;
- Work in a typical office environment.

Deputy II, III & IV: *(in addition to what is outlined for Deputy I, II & III*

- Plat ownership maps from property descriptions;

3. Special Qualifications:

- Must be able to type accurately.
- Sevier County Resident.

4. Work Environment:

- Incumbent of the position performs in a typical office setting with appropriate climate controls.
- Tasks require variety of physical activities, requiring minor muscular strain, such as walking, standing, stooping, sitting, reaching, climbing ladders and lifting generally not to exceed 50 pounds.
- Talking, hearing and seeing necessary to perform essential functions.
- Rapid work speed required to perform keyboard operations.
- Common eye, hand, finger, leg and foot dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)