

**HANCOCK COUNTY GOVERNMENT**  
**DESCRIPTION POSITION**  
(Non-Exempt)

**I. Identification:**

**Job Title:** Register of Deeds Clerk

**Location:** Registry of Deeds

**Reports to:** Register of Deeds

**Compensation Code:** 6

**Hours:** 40 hrs/or as hired

**Supervises:** None

**II. Job Summary:** To assure that all records regarding property are recorded accurately and in a manner that will provide accessibility to the public.

**III. Core Elements of the Job:**

**A. ESSENTIAL JOB FUNCTIONS\*\***

1. Receives documents by mail or over the counter. Ensures document contents are accurate, signed by grantor and notarized.
2. Enters transaction information into computer. Receives cash, check or credit card for payment and stamps document with date, time, book, and page number.
3. Validates transfer tax forms with book and page number. Ensures that correct amount of tax is collected and that all other required information is on the transfer tax form.
4. Indexes document information into the computer.
5. Proofreads indexed entries and makes corrections if needed. Checks scanned pages with original documents for accuracy and quality control.
6. Prints copies of town transfers from the computer and mails them to the town tax collector.

**B. OTHER RELATED DUTIES/RESPONSIBILITIES:**

1. Makes copies of documents including plans, to be mailed, faxed or emailed. Utilize office copiers, scanners, printers, software and portable storage devices to ensure that the public receives the copy in the format requested.
2. Performs daily cash up when Register or Deputy not available.
3. Assists general public with document searches and in the use of computers and of the copier.
4. Answers office telephones and direct calls.
5. Provides IT support for the website.
6. Directs the general public to various County, City, State, and Federal agencies.

- 7. Makes corrections in index books and on computer as needed.
- 8. Process passports, take photos and print photos for passports, ensuring that the document and photo meet federal criteria.
- 9. Other duties that may not be listed here as directed by the Register of Deeds.

**IV Specifications/Qualifications:**

Education/Training: (minimum required): High school graduate or equivalent with emphasis on business skill. Must be computer literate.

Job-related Experience (minimum required): Experience working with the public preferred. Knowledge and operating know-how of equipment, including computer, laser printer, fax machine and scanner.

Special Skills/Licensure: Good organizational and communication skills both verbal and written. Ability to interact with people, ability to concentrate on tasks with multiple interruptions. Ability to work well with limited supervision.

Cognitive Requirements: Ability to learn, read, write, and comprehend English; The ability to read cursive writing and exercise mental discipline where accuracy and detail are essential. The ability to adapt to the changes in technology as they relate to the job.

Physical Requirements: General good health; good eye-hand coordination; ability to retrieve and carry (up to 40 feet plus one way) and replace heavy Registry books (30 pounds) from shelves from floor level up to 6 feet in height; ability to bend, reach, and balance weight in order to retrieve and replace books. Ability to manipulate Registry books on service counter. Ability to sit in restricted position for extended period of time.

Work Environment: General office environment; some exposure to dust and mold.

**V. Preparation/Authorization:**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

HANCOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
Steven E. Joy, Chairman Date: \_\_\_\_\_

\_\_\_\_\_  
Percy L. Brown, Jr. Date: \_\_\_\_\_

\_\_\_\_\_  
Antonio Blasi Date: \_\_\_\_\_

**\*\*External and internal candidates as well as job/position incumbents who become disabled, must be able to perform the essential job functions either aided or with reasonable accommodations which will be determined by management on a case by case basis.**

This job description is a general description of essential job functions. It is not intended as an employment contract nor is it intended to describe all duties someone in this position may perform. All employees of Hancock County are expected to perform tasks as assigned by supervisor/management personnel, regardless of job title or routine job duties.