

Scott County Government

Position Description Form

Position: Job Title: Real Estate Clerk
Department Name: County Clerk
Supervisor Title: Recordings Supervisor

Position Summary

Performs non-judicial clerical and cashiering work which involves examining, recording, verifying and indexing real estate and other documents such as deeds, mortgages, release agreements, plats, homeowner's depository, etc. Land Record instruments may be received in person or by mail. Requires accurate recording of document and fees collected or taxes due. In addition to deeds and mortgages, there are other documents that customers (taxpayers) may desire to be recorded and catalogued, such as powers of attorneys, wills, title liens, lis pendens, etc. This position requires daily interaction with taxpayers as they present the documents for recording. This position requires daily interaction with paralegals and title researchers who need the recorded data as preparation for new deeds and mortgages arising from sales, purchases and re-financings.

Duties and Responsibilities

- Index daily on computer all real estate documents
- Verify documents for accuracy, separate by type of document, number by numbering machine, and copy for permanent use
- Maintain index and make any necessary corrections
- Mail and maintain reports and documents to State Departments involved
- Take telephone inquiries, explaining procedures
- Take requests for records searches and other information not immediately available
- Maintain direct contact with attorneys and other customers
- Provide customer service by examining, verifying, indexing, recording, scanning, numbering, entering data, retrieving, and copying to process legal and recordable documents, specifically related to land records, in order to maintain permanent record for public use
- Process and record land documents (i.e., Agreements, Transfers, Leases, Deeds, Mortgages, Assignments, Financing Statements, Election Returns) and issue receipts in accordance with department procedures
- Refer to current Annotated Code and Attorney General Opinions to determine validity and taxability of the various documents to be recorded
- Assign liber and folio or other references to documents
- Instruct customers on how the land records are organized and demonstrate how to search for a document in the system

- Collect appropriate fees and perform cashier functions
- Arrange documents in numerical sequence and prepare for batch processing
- Maintain all indices for recorded documents, e.g., Federal Tax Liens, Notices of Sale, Plats, deeds, mortgages, liens, etc.
- Maintain copy billing/customer accounts
- Maintain an accurate log of mailings received and returned, while clearly communicating, rejections to the proper entity
- Perform all other duties as assigned or required

Position Dimensions

Training and Experience: High School graduate or the equivalency and two years of related experience.

Special Knowledge, Skills, and Abilities:

- Knowledge of general office practices and procedures including bookkeeping or accounting and use of standard office machines
- Ability to establish and maintain effective working relationships with other employees and the general public
- Knowledge and ability to perform all duties of vehicle registration clerk and recording clerk and performs those duties when necessary
- Knowledge of statutory policies, procedures, and forms
- Basic English and arithmetic to include, but not limited, spelling, punctuation, addition, subtraction, multiplication and division
- Skill in applying job-related terminology, codes, policies, procedures, rules, regulations and laws
- Ability to effectively communicate information both verbally and through the written word
- Skill in analyzing records, reports, and other business and financial documents noting details and facts pertinent to this assignment
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages
- Ability to interpret, apply, and follow a variety of written or verbal instructions
- Ability to provide assistance, guidance and directions to others in a polite and efficient manner
- Ability to work within time constraints, meet fixed deadlines, and demonstrate good organizational skills

Technology:

Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc. Operate typewriter, time/date document liber/folio, adding machine, numbering and scanners. Good working knowledge of email response, prioritization and follow-up. Knowledge of the CCLIX and DTAX in-house system as well as familiarity of the PVA and Sheriff websites/index. Working knowledge of the office mail machine.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.