


JOB DESCRIPTION

<p>County of York</p>  <p>Human Resources</p>	<p>DEEDS CLERK REGISTRY OF DEEDS</p> <p>Status: Full-time (37.5 hrs. week)</p> <p>FLSA: Non-Exempt</p> <p>Salary: \$17.17 - \$18.94</p> <p>Union: M.S.E.A. Pay Grade 4</p> <p>Reports to: Register of Deeds and Deputy Register</p>
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JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This full-time clerk position will perform duties of various natures and will require thorough knowledge of established policies and procedures of the department in conformance with Maine statutory requirements. This position is knowledgeable in all jobs in the department.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervisor of the Registry of Deeds and his/her designee who provides guidance and work evaluation. Entry level employee will be provided on the job training in jobs performed for a time period of six months, after six months at entry level work will be performed under general supervision. This employee should know the policies, practices, and procedures of the Registry of Deeds Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answer phones, assist public and attorneys, etc. in the use of the Registry, and take requests for copies of documents or maps.
2. Knowledge of clerical procedures and practices.

3. Communicate effectively both orally and in writing. Prepare correspondence and reply to inquiries.
4. Process incoming documents for recording. Follow instructions from sender as to recording sequence of documents and inspect them to ensure archival compliance.
5. Calculate fees due, receive payment and process monies.
6. Accurately record documents and maps in accordance with departmental procedures.
7. Indexing of documents. Abstracting information to enter Deeds database system. (Grantor to Grantee, municipalities, etc.)
8. Verification of all documents for accuracy.
9. On a monthly basis, copy deeds and mortgages for each municipality in York County and provide an invoice for each document.
10. Send monthly Transfer Tax forms to Maine State Revenue Service.

MINIMUM QUALIFICATIONS

Working Knowledge of:

- Knowledge of Deeds terminology, forms, and documents pertaining to probate procedures.
- Knowledge of clerical procedures and practices.
- Calculating fees and the handling of monetary transactions.

Ability to:

- Type with moderate speed and absolute accuracy.
- Communicate effectively both orally and in writing.
- Operate common office machines.
- Provide good customer service to all patrons and visitors to the Deeds Office.
- Ability to develop and maintain harmonious working relationships with co-workers and customers.

Education:

High School graduate or equivalent required.

Administrative experience preferred.

Proficiency and strong skills in the Microsoft Office Suite preferred.

Experience working in the public sector, preferred but not required.

EXPERIENCE

Experience:

Experience working in a fast paced, professional office environment a plus. Willing to train the right candidate.

NECESSARY SPECIAL REQUIREMENT

- Must be 18 years of age or older.
- Must successfully pass a pre-employment background and reference check.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL AND OTHER REQUIREMENTS

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

Physical Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing and answering phones. The employee is frequently required to walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move up to 25 pounds.

Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Expected Hours of Work

A normal work schedule is required based on the needs of the office. Overtime and evening hours are limited.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SUBMITTAL INSTRUCTIONS

This position is being posted both internally and externally. Any interested internal/external candidate must submit a cover letter, resume and county application to Human Resources. This position will remain posted until filled.

York County applications can be *downloaded* from: www.yorkcountymaine.gov/careers

Applications/Cover Letter/Resumes can be mailed to:

York County Government
Attn: Human Resources Department
45 Kennebunk Road, Alfred, ME 04002

Physical Address to drop off applications/cover letters/resumes:
York County Government – Human Resources Office
149 Jordan Springs Road
Alfred, ME 04002

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.