POSITION TITLE:Register of Deeds Deputy I

REPORTING TO: Fall River/Oglala Lakota County Register of Deeds

SALARY: Hourly salary and all benefit selections available to County employee

HOURS: Monday – Friday, 8am-5pm, 1 hour lunch. Overtime as required.

LOCATION: Fall River County Courthouse, Hot Springs, SD. Travel may be required for training or attending meetings.

**PURPOSE:** To provide accurate data to those requesting property deed information, vital statistic information such as birth, death, and marriage certificates. Perform duties as assigned by the Register of Deeds. Responsible and accountable for the complete, accurate, efficient recording and determination of recordability and preservation of all designated instruments as direct by law, including but not limited to, the recording of all real estate instruments; filing marriage, burial permits, business names, military discharges, and various liens of record; issuing marriage license, burial permits, issuing certified copies of all vital statistic records and the collecting and balancing of all fees as prescribe by law within the requirements of legal statutes, codes and regulations.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

* Examines and determines the recordability of documents
* Responsible and accountable, as an appointed Deputy of the Fall River/Oglala Lakota County, for the accurate and efficient recording and/or filing and maintenance of all designated real estate instruments and related records as directed by law
* Responsible for preserving the recorded documents indefinitely, which includes but is not limited to the duplicating and checking the scanned documents for quality and accuracy
* Performs and carries out responsibilities of the Register of Deeds in the absence of the official except to appoint or remove deputies or other employees of the Register of Deeds or to make any decisions that may affect the long-term organizational management of the office
* Determines and prepares conveyances of real estate which require a Property Transfer and prepares monthly report of such transfers to the State Department of Revenue
* Processes vital statistics and issues certified copies of various documents. Deputy must be able to input information into the computer program for vital records in person or over the phone
* Accountable for the accurate collection of all fees prescribe by law in the course of handling transactions within the scope of responsibilities
* Assumes duties and responsibilities for carrying out areas of designated responsibilities, but cannot delegate accountability for results
* Balance books on a daily and monthly basis and prepares reports as necessary in the absence of the Register or at the Register’s instruction
* Responsible for the filing and maintenance of all county Liens, State and Federal Tax Liens, Mechanic’s Liens, Hospital Liens and UCC’s and Satisfactions of the same
* Record, maintains and issue certified copies of Military Discharge records
* Responsible for the filing and maintenance of Business Fictitious Names

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE:**

* Knowledge of various computer programs to include Microsoft Office, Outlook
* Knowledge of accurate money handling
* Knowledge of correct English language skills

**SKILLS:**

* Skill to communicate effectively in person and in writing
* Skill to correctly input data into computer program
* Skill to accurately retrieve data from a computer program

**ABILITIES:**

* Ability to learn new computer programs
* Ability to work with extreme detail correctly

**EDUCATION & EXPERIENCE:**

* High School Diploma or GED
* Experience working with the public
* Prefer prior experience working with money

**ADVANCEMENT/PROMOTION:** Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.