

**NORTHAMPTON COUNTY LOCAL GOVERNMENT  
NOTIFICATION OF POSITION VACANCY**

**September 14, 2023**

**DEPUTY REGISER OF DEEDS**

Northampton County is accepting applications for an opening in its Register of Deeds Office. The Northampton County Deputy Register of Deeds is responsible for clerical work in the office. Under supervision of the Register of Deeds, Work involves dealing with the more complex issues and questions regarding the receipt, indexing and cancellation of legal documents and issuing such legal instruments as deeds, birth certificates and marriage licenses. Work includes assisting the general public, and providing assistance in locating various licenses, records, and legal actions. Work also requires the employee to provide technical assistance to staff and respond to the more complex record issues which may arise.

Work requires accuracy in details and a sound knowledge of the general statutes governing the Register of Deeds Office. Initiative and judgment are required in performing duties within general statutes and prescribed policies. Work is performed under the general supervision of the Register of Deeds and is evaluated through daily observations, discussion, and accuracy of records and completed work.

**Education:** Graduation from high school and two years of experience in clerical or general office work or an equivalent combination of education and experience. Some positions within classification may require a valid North Carolina Drivers' License. Background check with law enforcement is required.

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION  
AVAILABLE AT [www.northamptonnc.com](http://www.northamptonnc.com)

Mail applications to: Human Resources Department, Attn: HR Director, P.O. Box 367, Jackson, North Carolina 27845

Grade 60 – Normal Hiring Salary Range: \$29,250 – Negotiable

Application deadline open until filled.

**NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.**

**NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF EMPLOYMENT.**

**SEE COMPLETE JOB DESCRIPTION BELOW**



# Northampton County Local Government Job Description Deputy Register of Deeds

## **General Statement of Duties**

Performs responsible clerical work of a legal nature to include receiving, recording, indexing, and cancellation of legal documents; issuance and maintenance of vital records and related work as required in compliance with North Carolina General Statutes, North Carolina Guidebook for Register of Deeds and Northampton County policies and procedures.

## **Distinguishing Features of the Class**

Work is performed under the supervision of the Register of deeds and is evaluated by daily observation, discussion, accuracy of records and completed work.

## **Duties and Responsibilities**

### **Essential Duties and Tasks**

- Accurately records documents presented for filing in compliance with NC General Statutes;
- Assists customers in person and by phone with finding recorded documents and in the use of the Register of Deeds computerized storage & retrieval system;
- Collects fees, makes change and provides receipts to all customers;
- Makes certified copies of recorded documents;
- Accurately Inputs data into the computer system;
- Scans documents;
- Prepares plats and maps;
- Inspects images of recorded documents for legibility, quality of image, and compliance with recording standards and NC General Statutes;
- Provides technical assistance for office equipment and assist department employees;
- Indexes all recorded documents by keying in grantor/grantee names in addition to other pertinent information as required by local and state standards and NC General Statutes;
- Verifies all indexed records for compliance with local and state indexing and recording standards and NC General Statutes;
- Record documents presented for cancellation that comply with NC General Statutes;
- Returns, with detailed explanation, those documents presented for recording that do not comply with NC General Statutes;
- Assist with reprocessing rejections;
- Records cancellations;
- Assists in preparing and distribution of mail;
- Assists customers in completion of forms to secure copies of military records, birth, marriage or death certificates;
- Issues marriage licenses, birth certificates and delayed birth certificates;
- Provides authentications of notary signatures;
- Administers oaths for marriages and notary public applications;
- Performs other duties as assigned.

## Knowledge, Skills, and Abilities

- Knowledge of standard office methods and procedures, business English, spelling and arithmetic;
- General knowledge of the North Carolina General Statutes as related to matters of jurisdiction of the Register of Deeds office;
- Ability to make decisions relating to assigned operations in conformance with applicable laws and policies;
- Ability to establish and maintain effective work relationships with supervisor, co-workers, attorneys, paralegals, other governmental organizations, lending institutions, and the general public;
- Ability to attend work regularly;
- Skill in collaborative conflict resolution and customer service excellence;
- Skill in entering data accurately and completely and in operating computers and office machines effectively.

## Physical Requirements

Medium work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts; operation of office machines, determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is not substantially exposed to adverse environmental conditions.

ROD

9/13/2023

*Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. This job description defines the scope of duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.*

## Position Classification

**Non-Exempt**