

SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE: SECOND DEPUTY RECORDER OF DEEDS/REGISTER OF WILLS
DEPARTMENT: REGISTER OF WILLS, RECORDER OF DEEDS & CLERK OF ORPHANS COURT
LOCATION: SUSQUEHANNA COUNTY COURTHOUSE
REPORTS TO: ELECTED OFFICIAL - RECORDER OF DEEDS/REGISTER OF WILLS
SUPERVISES: NONE
POSITION STATUS: NON-UNION
RATE: \$16.04/HOUR

GENERAL: The Second Deputy, under the administrative direction of the Susquehanna County Register and Recorder of Deeds and Register of Wills, will be responsible to fulfill all duties associated with the Susquehanna County Register and Recorder's Office as outlined below.

MINIMUM REQUIREMENTS:

- Education equivalent to the completion of the twelfth grade.
- Computer knowledge required, experience with Microsoft Office preferred.
- Experience in working with money.
- Must maintain office confidentiality.
- Any combination of education and experience, which indicates possession of knowledge, skills and abilities, listed below.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standard office practices and procedures.
- Ability to work well and communicate effectively with staff and the public.
- Ability to write legibly.
- Must be able to work in a stressful environment.
- Must be able to follow written and verbal procedures accurately.
- Ability to multi-task and be capable of learning procedures for all three offices.

DUTIES AND RESPONSIBILITIES:

- Record, Index and Scan; Deeds, Easements, Rights of Way, Clean & Green, Land Agreements, Agricultural Security Documents, Gas Leases, Gas Assignments, Miscellaneous Gas Documents, Oil Pooling's, Mortgages, Satisfactions, Releases, Modifications, Letters of Attorney, Powers of Attorney, Financing Statements, Maps, Highway Permits, Highway Maps, Military Discharges, Claims, Affidavits, Petitions, Subpoenas, Citations, Court Orders, Guardianships, Re-Determinations, Township Affidavits, Statements of Value, Final Accountings, Appeals, Bonds, Briefs, Disclaimers, Exemplified Returns, Transcripts, etc.
- Verify and return documents.
- Swear in and process notaries, probate estates, administer oaths, process paperwork, and issue short certificates.
- Process inheritance tax payments & returns and issue receipts.
- Process marriage applications and issue licenses.
- Certify documents.
- Make copies, open accounts, add money to computer & copier accounts.
- Cash out at the end of the day and reconcile all drawers (On a rotating basis).
- Assist the public, attorneys and property searchers by locating records & genealogy information and by giving instructions on the use of our computer system.
- Process information requests received by mail or telephone.
- Answer numerous questions that are received by telephone several times a day.
- Perform any other additional duties as assigned by the Register & Recorder.

PHYSICAL REQUIREMENTS:

- The incumbent must be able to perform the duties and responsibilities of the position in a normal office environment.
- Be able to sit for long periods of time.
- Be physically able to wait on people at the counter and in the research rooms.

SPECIAL REQUIREMENTS:

- The incumbent must pass the County background check with no record of criminal convictions.
- Provides supervision and managerial guidance to the staff as directed to include: addressing operational and performance issues and involvement in disciplinary matters as necessary.
- The incumbent must meet and comply with Susquehanna County's Employment Policies.
- Part of the position functions involves the handling of CONFIDENTIAL DATA, disclosure of which is protected by law.

DISCLAIMER:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THIS POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____

Signature Employee

Date: _____

Signature Department Head

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer