

Carolyn M. Comer
Surry County
Register of Deeds
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COUNTY OF SURRY, NORTH CAROLINA

VACANCY ANNOUNCEMENT SURRY COUNTY REGISTER OF DEEDS DEPUTY REGISTER OF DEEDS I

SALARY GRADE: 57
SALARY RANGE: \$23,172-37,272
LOCATION : Dobson, NC

Description of Work: The Surry County Register of Deeds has an immediate opening for a Deputy I position. An employee in this classification is responsible for performing a variety of clerical and office duties involving recording, indexing, and issuing of legal instruments. Work will require assisting the attorneys and the public (in person, by letter, or by phone) and following prescribed office operational procedures. Main duties will include learning to issue birth, death and marriage records. Independent judgment and initiative is used in making decisions regarding the accuracy, completeness and consistency of records. Duties will also include: locating, copying, and certifying records; typing; serving as receptionist when needed; and filing and other duties may be assigned. Must stay abreast of statute changes in the Vital Record laws that affect the Register of Deeds operations. Reports to the Registrar of Deeds and the Assistant Register of Deeds in absence of Registrar. Other duties may be assigned, as needed.

Job Requirements: The position requires graduation from high school or equivalent and experience in clerical work and some real estate background if possible. Applicants should have experience in working with the public and be able to demonstrate tact and courtesy. Good computer skills are required. Some Paralegal training or legal experience is desired. The selected employee may become certified through the NC Register of Deeds Certification Program after one year of service with Register of Deeds and accumulative amount of 50 hours of instruction and completion of Basic School of Register of Deeds.

Application Process:

APPLICATION PROCESS: Applicants should contact the NC Works Career Center, 541 West Pine Street Suite 300, Mount Airy, NC or call 336-786-4169 for an application or contact Surry County Human Resources at 336-401-8221. Surry County does not discriminate on the basis of race, color national origin, sex, religion age or disability in employment or the provision of services

SURRY COUNTY IS A DRUG FREE WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER.

POSTED DATE: April 25, 2019
CLOSING DATE: Open until filled