



DEED CLERK

Classification #: 113

FLSA: Non-Exempt

EEOC: 06

GENERAL STATEMENT OF DUTIES:

Performs responsible clerical work requiring considerable knowledge of laws relating to assessment and taxation. Examines and interprets legal documents to determine real property ownership. Locates properties on assessment maps by section, township, range and tax lot number, lot/block/subdivision, or metes and bounds legal descriptions. Changes, updates and transfers all pertinent information into appropriate computer databases. Provides assistance to the public, other departments or agencies in interpreting legal instruments that are used to define current ownership of property within Marion County. Responsible for processing and maintaining a variety of property ownership records and documents, to include but not limited to deeds, contracts for purchase, death certificates, probate records, divorce decrees, and situs/ mailing address changes.

SUPERVISION RECEIVED:

Works under the supervision of the section supervisor who assigns work, establishes goals and reviews the results obtained for overall effectiveness and conformance to department and legal standards.

SUPERVISION EXERCISED:

Supervision of others is not a responsibility of positions in this classification. May be assigned to train individuals within the series or of a lower classification. Incumbents may assist less experienced employees.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following.)

1. Researches property titles including review of contracts, deeds, mortgages, court records and other pertinent records to trace property ownership, establish a chain of title and determine current ownership for assessment purposes.
2. Works with assessment maps and deed records to show changes in ownership; works with cartographic technicians to change maps to show segregations and combinations; may perform document research for cartographers to provide background information for map related changes.
3. Examines and researches property changes affecting legal descriptions and property ownership; works closely with cartography staff to ensure all recorded legal documents affecting real property in the county are accurately reflected on the assessment and taxation roll.

4. Provides information to the public and other departments or agencies requiring considerable knowledge and interpretation of departmental regulations and procedures; explains laws and regulations to the public relating to assessment, mapping and ownership.
5. Processes changes affecting real property in assessment records resulting from segregations, consolidations, lot line adjustments, partition plats, subdivisions, tax code changes, right-of-way vacations, riparian adjustments, acreage re-computations, map transfers, etc.; updates assessor's database and reviews and assigns electronic vouchers (work orders) to other sections to process required changes within the assessor's office.
6. Reads, comprehends and interprets various legal instruments which are used to transfer title of real property. Examines how property is vested/conveyed to determine current assessed ownership.
7. Assists other employees, title companies and the general public with ownership and mapping questions for assessment purposes.
8. Updates assessed ownership records in assessment database using a personal computer, or forwards instruments to cartographers for further processing.
9. Sorts scanned images of daily recordings using the recording database. Retains all instruments relevant to ownership or legal description changes for data entry.
10. Works with municipal and county jurisdictions to maintain current and accurate situs addressing. Matches situs address to physical location of property.
11. Receives requests for mailing address changes from taxpayers or their representatives. Updates assessment and taxation database accordingly.
12. Compiles and categorizes statistical data for completed work. Creates monthly reports of section accomplishments.
13. Maintains files and indexes; collects fees for chargeable items and/or work performed.
14. Types records and documents as required; composes and types pertinent correspondence.
15. Develops and maintains effective work relationships.
16. Maintains regular and punctual work attendance.
17. Performs other related duties as assigned.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of office practices and procedures, deeds, contracts and other legal documents used for ownership transfers and assessment purposes. Proficient in Microsoft Office

software, including Word and Excel. Ability to operate a calculator; ability to follow procedures used in processing ownership changes, segregations, consolidations, etc. Knowledge and/or experience in public service and customer service techniques; modern office operations, procedures and equipment; cash handling procedures; business math; English, spelling, punctuation, grammar and composition.

Ability to read and interpret various legal documents affecting property ownership and assessment records; locate properties by reading a legal description and using assessment maps; make mathematical calculations rapidly and accurately; understand and follow oral and written instructions; independently compose and prepare correspondence; accurately perform tasks and duties following established procedures and policies; provide assistance and information to customers; effectively communicate technical information both orally and in writing; work effectively in a multi-task and deadline driven environment; effectively operate office equipment including personal computer hardware and software applications; establish and maintain cooperative working relationships with the public, title companies, government agencies, staff and other County employees.

EXPERIENCE AND TRAINING:

1. Graduation from high school or equivalent, preferably supplemented by additional college level coursework in real estate, computer applications, cartography, paralegal, office procedures or related field; **AND**
2. Three (3) years responsible office experience and/or working within a county assessor's office, county clerk's office, title company, escrow agency, mortgage lending institution, real estate office, or right-of-way agency; **OR**
3. Any equivalent combination of experience, education and/or training relevant to the position.

Adopted: 10/11

MR: 10/11

Revised: