



# County of York Registry of Deeds

## External Posting

<b>Position:</b>	Deeds Clerk
<b>Status:</b>	Full-time
<b>FLSA:</b>	Hourly – Union (MSEA)
<b>Rate of Pay:</b>	Grade 4 – M.S.E.A. Scale - \$13.75/hour
<b>Reports to:</b>	Registry of Deeds

### **Purpose of the Position**

This full-time clerk position will perform duties of various natures and will require thorough knowledge of established policies and procedures of the department in conformance with Maine statutory requirements. This position is knowledgeable in all jobs in the department. Work requires initiative and independent judgment in the application of departmental policies, procedures and methods.

### **Scope/Supervision**

Works under the general supervisor of the Registry of Deeds and his/her designee who provides guidance and work evaluation. Entry level employee will be provided on the job training in jobs performed for a time period of six months, after six months at entry level work will be performed under general supervision. This employee should know the policies, practices and procedures of the Registry of Deeds Office.

### **Responsibilities and Examples of Duties**

1. Answer phones, assist general public and attorneys, etc. in the use of the Registry, and take requests for copies of documents or maps.
2. Knowledge of clerical procedures and practices, able to work efficiently with a high degree of accuracy.
3. Communicate effectively both orally and in writing. Prepare correspondence and reply to inquiries.
4. Process incoming mail for recording, review documents presented for accuracy as well as legal requirements. Follow instructions from sender as to recording sequence of documents and inspect them to ensure archival compliance.
5. Calculate fees due, receive payment and process monies.
6. Accurately record documents and maps in accordance with departmental procedures.
7. Indexing of documents. Abstracting information to enter into Deeds database system. Verification of all documents for accuracy.
8. On a monthly basis, copy deeds and mortgages for each municipality in York County and provide an invoice for each document.
9. Send monthly Transfer Tax forms to Maine State Revenue Service.
10. Work collaboratively as a member of a team.

## **Knowledge, Skills and Abilities**

### *Working knowledge of:*

1. The organization, powers and limitations of County government.
2. Methods and techniques of Deeds research.
3. Calculate fees and handle monetary transactions.
4. Experience working in the public sector preferred.

### *Skill and Ability To:*

1. Ability to provide quality customer service.
2. Provide direction and act as a resource for customers utilizing the Deeds Office.
3. Effectively communicate orally and in writing.
4. Ability to develop and maintain harmonious working relationships with co-workers and customers.

## **Education and Experience**

- High school diploma or equivalent.
- Administrative experience preferred.
- Proficiency and strong skills in the Microsoft Office Suite preferred.
- Experience working in the public sector preferred but not required.

## **Physical Demands And Working Environment**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website:

[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

### **All Applications and Resumes should be submitted to:**

York County Human Resources  
Attn: Linda Corliss  
45 Kennebunk Road  
Alfred, ME 04002

**By Monday, March 2, 2020 @ 12 pm**

York County Government is an Equal Employment Opportunity Employer.