



Deputy Clerk II – Real Estate Clerk of Court

COC/15 - 304

JOB SUMMARY

This position performs administrative and clerical duties in support of the work of the Real Estate Division.

MAJOR DUTIES

1. Receipts and indexes real estate documents, liens, and plats; calculates and records transfer and intangible tax for all property sold or mortgaged in Fayette county; identifies and records proper municipality in which taxes are dispersed; indexes grantors, grantee, and legal description into computer system.
2. Assists customers in researching covenants and plats; assists with the completion of documents; checks documents received by mail, courier, and in person; codes all checks with proper tax type and municipality; checks that recording fees are correct; receipts fees; answers telephone calls.
3. Balances end-of-day report with cash and checks; ensures that all tax checks are validated and that recording fees are validated.
4. Prints proof list for each work group batch receipted; makes corrections as needed.
5. Scans documents, liens, and plats into computer system.
6. Prints reconciliation reports for land records, liens, hospital liens, and plats.
7. Scans documents; checks scanned images for completeness and image quality.
8. Transmits land records, liens, and plats to GSCCCA.
9. Prepares public access computer room for opening and closing each day.
10. Assists in running daily report.
11. Opens and closes office at the beginning and end of work day.
12. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of office procedures and policies.
2. Knowledge of Georgia Real Estate Indexing Standards.
3. Knowledge of the principles and practices of records management.
4. Knowledge of computers and job related software programs, including records management software.
5. Knowledge of legal and real estate terminology.
6. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
7. Skill in public and interpersonal relations.
8. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Real Estate Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Official Code of Georgia and Georgia Real Estate Indexing Standards. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and clerical duties. The need for accuracy contributes to the complexity of the position.
- The purpose of this position is to provide administrative and clerical support for the work of the Real Estate Division. Success in this position contributes to the efficiency and effectiveness of division operations.

CONTACTS

- Contacts are typically with co-workers, attorneys, builders, surveyors, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office, courtroom or vault.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession or Georgia Real Estate Indexing Standards certification. Possession of or ability to become a Notary Public and take Oath of Office.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.