

LINN COUNTY CLASSIFICATION

TITLE: DEED CLERK
NUMBER: 414
PAY RANGE: 07
CATEGORY: OPEU
2003

APPROVAL ORDER
NUMBER: 2003-248
DATE: July 8,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs responsible clerical work and examines legal documents in determining real property ownership. Change, update, and transfer all pertinent information into appropriate databases.

SUPERVISION RECEIVED: Works under the supervision of the Cartographic Drafting Supervisor with assistance from Senior Deed Clerk.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Sort scanned images of daily recordings, using the recording database.
2. Read various legal instruments to determine how property is vested/conveyed in order to show current assessed ownership.
3. Update assessed ownership in tax lot card database and assessment database or forward instruments to Cartographers for further processing.
4. Process changes affecting real property in assessment records resulting from segregations, consolidations, lot line adjustments, partition plats, subdivisions, tax code changes, right-of-way acceptances, right-of-way vacations, river changes, acreage re-computations, map transfers, etc. This involves updating tax lot card database, recording database, and creating the electronic vouchers to process the changes within the Tax/Assessment Department.
5. Compile and categorize statistics of completed work.
6. May need to research the property title including reviews of contracts, deeds, mortgages, court records, and other pertinent records to trace property ownership and determine current owner for assessment purposes.
7. Assist other employees, title companies and general public with ownership and mapping questions for assessment purposes.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE. SKILL AND ABILITY: Reasonable knowledge of mortgages, deeds, contracts and other pertinent legal documents used in the Assessor's Office. Reasonable ability to read (sometimes very small print) and interpret various legal documents affecting the assessment records.

Reasonable knowledge of office practices and procedures. Knowledge of record keeping systems. Ability to make mathematical calculations rapidly and accurately. Ability to understand and follow oral and written instructions. Ability to independently compose and prepare correspondence. Ability to type at a rate and accuracy required by the position. Ability to read assessment maps.

EXPERIENCE. EDUCATION AND TRAINING: Two years of experience in general office work. Graduation from a senior high school, preferably supplemented by additional college level coursework in real estate, computer skills, secretarial science or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; bend, stoop and squat; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds including lifting and carrying large cumbersome map books.