



**Title: Deputy County Recorder I**

**FLSA Status: Non-Exempt**

**Department: Recorder**

**Updated: 2/2023**

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### **General Definition of Work**

Performs intermediate work receiving, recording and filing real estate documents, fulfilling public requests for vital statistics and records, reviewing applications for accuracy, performing a variety of data entry, verifying and maintaining accuracy of official records and vital records, recording legal documents, and related work as apparent or assigned.

Work is performed under the limited supervision of County Recorder.

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### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

- Receives, reviews and accepts/rejects paper and electronic documents for Abstract and Torrens.
  - Performs technical duties, including deciphering and interpreting legal descriptions and ownership of real estate; researches and interprets chain of title; transfers taxpayer ownership in the taxpayer database.
  - Analyzes and identifies the logic sequence necessary to accurately process legal documents according to Minnesota State Statute.
  - Certifies to no delinquent property taxes; calculates and collects mortgage registration tax and state deed tax.
  - Determines when legal descriptions contain a subdivision of a tax parcel; receives combination requests of tax parcels; processes and accepts certificates of real estate value (CRV) for the Minnesota Department of Revenue; maintains and updates Torrens Certificate of title.
  - Responds to and performs research for public inquiries and requests regarding land record, vital records and other County records.
  - Issues vital records and marriage licenses to the public via applying in person, email and mail; files and maintains vital records; submits monthly and annual vital record reports to state agencies.
  - Works with accounts receivable, receipting, positing, balancing and depositing of money; completes monthly statements of accounts receivable and vital statistics.
  - Works with State agencies routinely to ensure that requirements are met.
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### **Knowledge, Skills and Abilities**

Knowledge of the statutes, rules and regulations pertaining to the recording and disposition of vital statistics. Knowledge of County policies pertaining to functions of the office of the County Recorder Knowledge of functions of other county offices to direct public to desired information. Knowledge of personal computer operation, modern public business procedures and practices. Knowledge of public versus confidential information pertaining to documents and records obtained by the Recorder's Office. Ability to enter data accurately. Ability to collect fees, give correct change, and reconcile cash drawer. Ability to work without close supervision but know when supervisor input is needed for final decision. Ability to communicate effectively, both orally and in writing, and to understand and follow complex oral and written instructions. Ability to read and decipher legal descriptions and understand real estate terminology. Ability to process documents in a sequence of events and make independent decisions concerning choice of procedures to follow. Ability to analyze real estate records and determine chain of title ownership. Ability to operate within specialized computer software programs used to process real estate documents and related tax information as well as Minnesota Department of Health MR&C Program (birth and death records), MOMS (marriage database) and DADS (military discharge database). Ability to recognize and suggest office policy changes to run the office and serve the public more efficiently. Ability to establish and maintain effective working relationships with associates, attorneys, funeral home representatives, landowners, realtors, surveyors, title companies, and the general public.

### **Minimum Qualifications**

Associate or Technical degree and moderate experience in legal services or real estate and general office setting providing administrative support services to the public, or a combination of equivalent education and experience.

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### **Special Qualifications**

None.

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### **Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Occasional
Up to 25	Occasional
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*