

<b>POSITION DESCRIPTION</b>		Range: 07-1950
Class Title: DEPUTY REGISTER OF DEEDS		Position #:5171.321.01
Department: Register of Deeds	Location: Courthouse – Shell Lake	Date: 11/2019

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Register of Deeds, carry out requirements of the Register of Deeds office as defined in Wis. Stats. 59.43. Provides assistance/customer service to title companies, attorneys, county employees and the general public; provides official county repository for real estate records, personal property records and vital records; maintains and updates account records, including bank reconciliation, journal entries to record deposits and payments, and entering adjustments in accounting system; when necessary, obtain information online for current banking transactions; retrieves electronic statements and bank reconciliation.

DISTINGUISHING FEATURES OF THE CLASS: assists the Register of Deeds with the development of policy and procedure implementation; recording of a large variety of legal documents and the collection of and proper accounting for fees as required by State statutes. Understanding of the laws pertaining to, and the regulations concerning the recording and filing of deeds and other documents is required.

EXAMPLES OF DEPUTY DUTIES PERFORMED: (Illustrative only)

- Receipts, enters, indexes, annotates, verifies and scans all documents (deeds, mortgages, maps, plats and instruments in computerized system. Manually tract indexes real estate documents. Copies documents needed for Land Records.
- Sets up new tract index when new condominiums or subdivision plats are recorded. Maintains updated listing of all condominiums and plats for distribution in this office and other county offices.
- Records and indexes Military Discharge documents (DD214). Aids public and Veteran’s Services offices with certified copies of such documents.
- Files and indexes Federal Tax Liens and Release documents.
- Checks accuracy on Wisconsin Real Estate Transfer Tax Return forms, and is able to assist the public with questions in completing the form.
- Assists the public both in person and by phone, on a daily basis with inquiries regarding questions relating to ownership of land, including instructions on use of office facilities for land research.
- Makes copies of records for public as requested, certifying if necessary. Faxes copies of documents as requested. Refers the public to appropriate attorneys, appraisers, abstractors, surveyors or other county offices, when necessary.
- Prints and runs reports needed for public and other county offices
- Files and indexes court orders, judgments and Lis Pendens.
- Utilizes county tax information and maps to obtain necessary land parcel and tax identification information used on a daily basis.
- Assists Register of Deeds with year-end budget and reports.
- User on SVRIS (Wisconsin’s Statewide Vital Records Information System) of which duties include proofreading vital records to determine acceptance and

registration with the State Vital Records Office; acts as liaison between State Vital Records Office and funeral homes, medical examiner, nursing homes, hospice organization, hospitals and marriage officiants; prints and certifies statewide issuance of vital records; prepares various SVRIS reports; maintains inventory of vital records forms; maintains military discharge indexes. Assists the public in accessing office records to conduct genealogy searches

- Assists and reviews preparation of Wisconsin Real Estate Tax Return Forms for submission to Department of Revenue. Submits report of monthly payment total for Treasurer.
- Prepares monthly Land Information Report to the State and quarterly Birth report to Treasurer for payment to the State.
- Maintains records of all customer accounts, accounts receivable, sends monthly statements; orders supplies, prepares vouchers, purchase orders and makes reservations as needed.
- Maintains web page for department.
- Other duties as assigned by Register of Deeds.
- Supports Washburn County Core Values throughout all levels of department decision making. Develops customer service as an integral part of department operations.

ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of procedures and practices pertaining to the recording, filing, transcribing and certification of mortgages, liens, deeds and other legal documents encountered in the Register of Deeds office; good knowledge of office terminology, procedures and equipment and of business arithmetic and English; ability to work and communicate well with others; ability to work with and understand property descriptions. Ability to lift heavy books on a regular basis.

EXPERIENCE AND TRAINING REQUIRED: High School diploma or equivalent, vocational/technical training or Associate's Degree in Business or closely related degree preferred or any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience working with real estate records, accounting, bookkeeping and confidential information preferred. Experience with data entry and must have a high level of accuracy (minimum of 45 wpm required). Experience working with property descriptions desirable.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED: Telephone systems; computer terminal; personal computer including word processing software; scanning equipment; copy machine; postage machine; fax machine; calculator.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee normally works in a pleasant office environment. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Administrative Coordinator/  
Director of Personnel

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

Revised: 11/2019