

County of Fulton

JOB TITLE: Office Deputy I

DEPARTMENT: Prothonotary

REPORTS TO: Prothonotary

SALARY LEVEL: Salary range \$11.89 - \$16.36 per hour

HOURS PER WEEK: 35, Full-time

SUMMARY: Responsible for recording, indexing and receipting of all land transactions. Must become familiar with recording guidelines and transfer tax laws mandated by the Department of Revenue Realty Tax Division in determining whether documents being presented for recording are acceptable. Calculates realty transfer taxes based upon consideration of document and properly receipts percentage breakdowns of taxes to the state, school districts and townships. Ensures that UPI certifications are in compliance. Maintains these records accurately on a public data base used by title searchers and legal authorities for the purpose of performing lien and title searches in preparation of legal documents. Will be cross-trained and assist in all five offices. Acts as a backup to the Recorder of Deeds.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, however, other duties may be assigned.

Verifies documents presented for recording meet state and county guidelines. Rejects documents and return to customers based upon accurate knowledge of laws, taxes and fees that are mandated to be collected.

Properly books and pages each document that is acceptable for recording and accurately places time stamps in precise order when document is presented.

Calculates and collects realty transfer taxes and recording fees to be paid and receipts monies daily.

Works with tax assessment office in regards to UPI Ordinance and verifies each document presented for recording is in compliance with UPI certification and correct fees are collected.

Scans all instruments put on record daily.

Performs daily verification of all indexing and scanning for errors. Must maintain 100% accuracy with input of data into the computer before uploading to public terminals for legal searching to be conducted.

Prepares and returns documents, once recorded, back to customers after triple checks for accuracy performed by staff.

Maintains Recorder of Deeds fee schedule and makes accurate determinations when calculating fees for documents. Must clearly interpret breakdown of charges to customers.

Updates fee schedules when mandated by the State or Officeholder and notifies various entities affected.

Balances daily and monthly reports. Prepares month end reports for the Department of Revenue by the mandated deadline. Prepares checks to the Department of Revenue and General Fund monthly.

Prepares month end checks to Townships and School Districts for payment of realty transfer taxes collected.

Assist public in locating land records, copying and performing searches in the office. Accepts phone calls and emails from customers requesting copies.

Performs notary work.

Prepares daily deposits for the Recorder Office and Department of Revenue.

Reconciles statements for all five offices.

Monitors handling and placement of all record books and randomly checks for any misplaced or damaged pages.

Records soldier discharges and maintains confidentiality of discharge dockets.

Assumes duties relating to Prothonotary, Register of Wills, Clerk of Orphans Court and Clerk of Courts offices when required.

Duties pertaining to the Law Library; includes – ensuring payment of invoices, organizing and filing new books and pamphlets, adding and deleting updates, etc.

Performs back scanning projects as time permits.

Supervisory responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Design – Demonstrate attention to accuracy

Problem Solving – Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.

Customer Service-- Manages difficult or emotional customers situations; Responds promptly to customer needs; Responds to requests for service and assistance

Oral Communication-- Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication-- Presents numerical data effectively; Able to read and interpret written information.

Ethics-- Treats people with respect; keeps commitments; Works with integrity and ethically; upholds organizational values and confidentiality.

Organizational Support-- Follows policies and procedures; Completes administrative tasks correctly and on

time; Supports organization's goals and values.

Professionalism-- Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Attendance/Punctuality-- Is consistently at work and on time.

Dependability-- Follows instructions, responds to management direction; Takes responsibility for own actions.

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

Education and/or Experience

High school diploma or general education degree (GED); Minimal of three to five years' experience in customer service, handling customer payments and issuing receipts, and daily balancing of a cash drawer. Five years' experience working in the legal system handling legal documents. Eight years' experience preferred.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions.

Computer Skills

To perform this job successfully, an individual shall have excellent computer and typing skills and easily adapt to the Infocon software including the accounting software. Excel spreadsheet and Microsoft word processing software knowledge a must.

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 regularly required to sit, use hands and fingers, talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an 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 noise level in the work environment is usually minimal due to the professional business type atmosphere and the ongoing legal searching taking place.