



Androscoggin County Government

Job Description

Title: Deeds Clerk

Department: Deeds

Supervised by: Registrar of Deeds

FLSA Status: Non-Exempt

Position Summary: The Deeds Clerk is responsible for day-to-day operations. The Deeds Clerk assures that all records regarding property are recorded accurately and in a manner that will provide accessibility to the public.

Essential Duties and Responsibilities: The essential duties for this position include but are not limited to the following.

1. Responsible for day-to-day operations such as photocopying, faxing, and filing.
2. Accepts documents for recording, by mail, e-file or hand delivered, responsible for collecting recording fees and transfer tax if required at the time of recording. Assigns books and pages to all documents. Reads documents for scanning by checking for correct book and page order, end stamps and seals.
3. Indexes daily documents into the computer.
4. Scans daily documents.
5. Proofs daily entries for accuracy.
6. Returns daily recorded document to the appropriate recipients.
7. Responsible for preparing certified copies.
8. Runs monthly bills and copy reports for Tax Assessors' of each city and town in Androscoggin County for property tax purposes.
9. Posting daily payments and changes.
10. Assists general public in finding information from records either by correspondence, telephone or in person.
11. Promotes a professional, positive, cooperative and team orientated attitude, committed to working in a quality environment and achieving the highest level of customer satisfaction.
12. Maintains regular attendance and punctuality.
13. Performs other duties, as required, or assigned.

Recommended Minimum Qualifications:

Education and Experience:

1. High School Graduate or equivalent with additional training in computer operations and data processing preferred.
2. Experience in basic office procedures and the operations of common office equipment.
3. Demonstrated ability and aptitude for successful fulfillment of assigned task.
4. Ability to deal with the public effectively.
5. Sufficient physical ability to meet the department's essential functions.
6. Such alternatives to the above qualifications as the Commissioners and Register may, in their discretion, consider equivalent, appropriate and acceptable.

Knowledge, Ability and Skills:

1. Ability to do multiple tasks at the same time.
2. Excellent attention to detail.
3. Verbal communication skills, strong customer service, communication and interpersonal skills is required.

Physical Requirements:

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 work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access files and office machinery. The employee must occasionally lift and/or more objects weighing up to 15 pounds, such as supplies, folders, and books. Ability to operate a keyboard and mouse at efficient speed and to sit and view computer screens for extended periods of time.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved by County Administrator:



Date:

April 8, 2024