

DAY COUNTY REGISTER OF DEEDS

711 West 1st Street, Suite 202

Webster, SD 57274

Phone: 605-345-9506 / Fax 605-345-9507

E-mail: rod@daycounty.org

JOB DESCRIPTION **DEPUTY REGISTER OF DEEDS**

DEFINITION OF WORK: A position in a local county government office that involves a variety of routine clerical functions which may require the application of independent judgment and the interpretation of routine policies and regulations on the basis of training and knowledge gained through experience on the job.

DUTIES AND RESPONSIBILITIES:

- Record land records such as Plats, Deeds, Miscellaneous documents, Mortgages, Satisfactions, Easements, etc.
- File military discharge records, mechanics liens, state & federal tax liens, county aid liens, UCC filings, burial permits, etc.
- Issue South Dakota birth, marriage and death certificates, as well as marriage licenses.
- Prepare reports needed by other departments and state agencies.
- Make work decisions in accordance with South Dakota statutes, regulations, department policies and procedures.
- Serve the public in searching information pertaining to the records of Day County.
- Maintain good public relations by demonstrating the ability to work with the public in a friendly and courteous manner.
- Perform other duties and functions that are necessary for the proper performance of this office or that may be assigned by the Register of Deeds.

MINIMUM REQUIREMENTS:

- Require a high school diploma or GED certificate.
- Considerable knowledge of office practices, procedures and equipment, including computer operations, scanners, typewriters, calculators, fax machines, copy machines and other equipment required for the proper performance of this office.
- Require knowledge of reading legal descriptions and the ability to maintain records in an accurate and legible manner.
- Possess the ability to multi-task.
- Must be able to lift books from overhead that may weigh up to approximately 30 pounds.