



JOB DESCRIPTION

JOB TITLE: Second Deputy

DEPARTMENT: Potter County Register of Wills & Recorder of Deeds

SUPERVISOR'S TITLE: Potter County Register of Wills & Recorder of Deeds

JOB CLASS: Union Class V, Level 1

SECOND DEPUTY

GENERAL DESCRIPTION

The position of Second Deputy involves administrative and clerical work involved with real estate documents. Work is performed under the general supervision of the First Deputy Register and Recorder and the Potter County Register and Recorder and in accordance with laws and regulations governing this office. The processing of documents and collection of fees and taxes is a major part of the work.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A Second Deputy

- Collects statutory fees for the recording and filing of legal documents;
- Receives and processes real estate and estate documents;
- Administers oaths to witnesses, executors and notary publics;
- Processes estate papers for the probate of wills and Inheritance tax purposes for the Commonwealth of Pennsylvania;
- Processes documents for recording and Pennsylvania Realty Transfer Tax and Local Transfer Tax for the Commonwealth of Pennsylvania and its municipalities;
- Checks all legal documents to ascertain if instruments meet legal requirements;
- Assists attorneys and general public by providing assistance in processing legal documents;
- Perform routine maintenance and repair of office equipment;
- Resolve disputes with customers;
- Other responsibilities and/or duties as assigned or requested.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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, EXPERIENCE AND TRAINING:

- High School diploma with business and legal experience preferred;
- Willingness to attend trainings related to job position.



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LANGUAGE SKILLS:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of employees or members of the public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute percentages;
- Ability to solve practical problems and deal with a variety of situations.

PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.);
- Ability to work under and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand, walk, sit and occasionally to stoop, kneel, crouch or crawl;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

ADDITIONAL REQUIREMENTS:

- Excellent computer and filing skills;
- Considerable knowledge of office rules, regulations, procedures and functions and the ability to apply these to work problems;
- Ability to work independently on difficult or complex clerical tasks;
- Ability to maintain complex clerical records and to prepare accurate reports;
- Ability to establish and maintain effective relationships with associates and general public.

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour for lunch
35 hour work week; Overtime as needed and approved by direct supervisor.

PAY RATE AND BENEFITS: Pay rate and benefits are based on the union contract.