

Marshall County Job Description

Job Title: Deputy Register of Deeds

Department: Register of Deeds

Supervisor: Register of Deeds

Position Summary:

Under the direct supervision of the Register of Deeds, this position will perform data entry functions, process real estate documents, issue South Dakota vital records and assist in the various daily operations with the office.

Duties & Responsibilities:

1. Assist taxpayers, appraisers, surveyors and other customers.
2. Record real estate documents.
3. Issue state vital records.
4. File burial records.
5. Balance money at the end of each day and month.
6. Perform other duties as assigned.

Minimum Qualifications, Knowledge, Skills & Abilities:

1. High school diploma or equivalent.
2. Advanced computer experience. Must be knowledgeable of computer spreadsheets and word processors such Microsoft Excel & Word.
3. Ability to read legal descriptions and interpret state laws governing the register of deeds process.
4. Ability to communicate effectively both orally and in writing.
5. Ability to establish and maintain effective working relationships with employees, other agencies and the public.
6. Ability to maintain professional appearance and demeanor.

Preferred Qualifications:

1. Bachelor's Degree in Business Administration or equivalent.
2. Real estate experience.
3. Working knowledge of state laws governing the register of deeds office.

Physical Requirements:

Work is performed in an indoor setting. Work may require heavy lifting of our recorded books. Employee may have to stand or sit for long periods of time.