



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Deputy Clerk – Real Estate Recording

FLSA: Non-Exempt

DEPARTMENT: County Clerk

REVISED:

Summary: Under direct supervision, performs a variety of real estate recording activities within the County Clerk's Office.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Examines and analyzes mortgages, liens, judgments, warranty deeds, quitclaim deeds, trust deeds, plats, survey maps and other documents submitted for recording; verifies legal description, ownership, and restrictions; exercises judgment in relation to accepting or rejecting documents based on determination of compliance requirements; assesses and collects fees.
- Conducts abstracts against lands described in instruments presented for recording; maintains an electronic abstract book.
- Reviews the integrity of all recorded documents and ensures compliance with quality assurance measures; adheres to permanent preservation guidelines as required by State statutes, legislative mandates and administrative directives of the Wyoming State Archives.
- Provides recommendations regarding records management equipment evaluation, production and quality standards.
- Acts as a liaison between the County Clerk's Office and representatives of business, industry, trade and professional associations; provides/disseminates information regarding statutory changes and/or policy modifications; provides notification in the event documents are incomplete or incorrect; provides information in relation to the requirements necessary to have a corrective document recorded, without giving legal advice.
- Performs electronic document imaging activities including preparing documents for imaging, making adjustments to improve document quality, and coordinating final quality control inspections on imaged documents; prepares and transmits documents to the Record Center for micro-filming; processes documents for return by mail to responsible party.
- Answers inquiries and processes requests for information or copies; provides assistance to the general public regarding the use of indices, maps, plats, survey maps, and other recorded/filed documents; responds to and provides assistance with resolving complaints.
- Receives, balances and accounts for fees; issues monthly invoices to title companies and other users; maintains and updates cash management controls.
- Performs other duties as assigned or required.



LARAMIE COUNTY

JOB DESCRIPTION

Knowledge and Skills:

- Knowledge of real estate recording activities and services.
- Knowledge of laws, regulations and statutes pertaining to real estate recording.
- Knowledge of mortgages, liens, and deeds.
- Knowledge of plats and survey maps.
- Knowledge of legal descriptions.
- Knowledge of records management equipment and quality standards.
- Knowledge of document imaging equipment and processes.

- Skill in performing a variety real estate recording functions.
- Skill in ensuring compliance with real estate recording laws and regulations.
- Skill in accepting or rejecting real estate recording documentation based on determination of compliance requirements.
- Skill in answering inquiries and processing requests for the general public.
- Skill in liaising with various internal and external parties in relation to real estate recording activities.
- Skill in receiving and processing fees and issuing invoices.

Minimum Qualifications:

High School Diploma or equivalent; AND one year experience working with legal documents in a law office, mortgage lending, or title and abstract company; or equivalent combination of education, training and experience. Must be bondable.