

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: **Real Estate Deputy Clerk**
DEPARTMENT: **Auditor**
WORK SCHEDULE: **8:00 a.m. – 4:00 p.m., M-F**
JOB CATEGORY: **COMOT IV (Computer, Office Machine Operation, Technician)**

DATE WRITTEN: **August 2006** **STATUS:** **Full-time**
DATE REVISED: **January 2014** **FLSA STATUS:** **Non-exempt**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Real Estate Deputy Clerk for the LaPorte County Auditor's Office, responsible for processing all documents for the transfer of real estate.

DUTIES:

Plans, delegates, and controls work assignments and special projects of assigned staff.

Processes information pertinent to transfer of property taxes, including warranty deeds, claim deeds, final orders, death certificates, marriage certificates, affidavits, and other legal documents.

Researches records and determined property owners' names, key numbers, book and page numbers from deed record book, and legal descriptions of properties. Performs changes of address.

Assists attorneys, realtors, abstractors, and other county department in locating parcels and legal documents for transfers and judgments.

Prepares necessary forms and records related to the transfer of property deeds within the County, including verifying accuracy of legal description on deeds and plat books, enters appropriate information into computer files, updates card files, completes receipt forms, and forwards to Recorder's Office.

Answers telephone and greets office visitors, determines nature of call or visit, answers inquiries and provides assistance, or routes to appropriate person or department.

Copies plat maps and documents for department, other government agencies, abstract companies, realtors, attorneys, and general public on blueprint machine and copier. Receives fees for such copies and issues receipts.

Verifies legal documents, such as spelling of names, acreage sizes, and locations. Contacts attorney or abstractor about any errors before recording.

Assists individuals at counter, completing documents and responding to inquiries regarding property descriptions, locations, and boundaries and assists in locating tax sale properties, county owned properties, and parcel dimensions.

Reviews subdivision applications for proper ownership and property lines, issues tax numbers, enters into computer, and prepares file cards.

Receives and processes Forest Reserve and Wildlife applications.

Enters all real estate transfers into computer and prepares and maintains real estate transfer files, assuring convenient retrieval.

Gives township Trustees monthly report on splits and transfers, and send copy to Assessor's Office. Corrects missed splits and transfers.

Orders paper for court House, keeping track of amount used. Orders printer toner, map paper, and draftsperson equipment as necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of legal requirements concerning real estate ownership and ability to apply requirements and regulations to specific assignments.

Knowledge of and ability to update plat maps and check acreage on splits.

Working knowledge of correct legal procedures to establish new subdivisions.

Working knowledge of laws pertaining to final orders and divorce decrees (distribution of properties) – quiet titles, railroad right of ways, and unknown owners of property.

Knowledge of standard English grammar, spelling, and punctuation, and ability perform arithmetic calculations.

Knowledge of standard filing systems and ability to create and maintain accurate files and records.

Ability to plan, delegate, and control work assignments and special projects of assigned staff.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to use standard office equipment, such as computer, typewriter, calculator, copy machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

II. RESPONSIBILITY:

Incumbent receives work assignments and general instructions and exercises some discretion in selecting appropriate methods and procedures to apply to a standard but specialized area of responsibility. Work is checked upon completion and subject to standard bookkeeping checks. Errors result in loss of time and inconvenience to co-workers and the general public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and members of general public for the purpose of providing explanations and interpretations of regulations and maintaining coordination of operations.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, including sitting and walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, reaching, keyboarding, speaking clearly, close vision, and hearing sounds/communication. Incumbent may be required to work with or be exposed to irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Real Estate Deputy Clerk for the LaPorte County Auditor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes No

Applicant/Employee Signature

Date

Print or Type Name