

Job Title: Asst. Clerk – Real Estate **Prepared By: County Clerk**
Classification: Full-time **Prepared Date: May 25, 2015**
Department: Clerk **Approved By: Human Resources**
Reports To: County Clerk & Deputy **Approved Date: 2/3/2016**
Location: 525 E. Grand Ave. **FLSA Status: Non-Exempt**

Job Summary: Under direct supervision, performs a variety of real estate recording activities within the County Clerk’s Office. To provide information and assistance to elected officials and department heads and/or assigned staff, and the general public.

Supervision Received and Exercised: Train and exercise direct supervision all employees assisting in this department. Receives general supervision from the County Clerk and the Deputy County Clerk.

Essential Duties and Responsibilities:

Important and essential duties may include, but are not limited to, the following:

- Examines and analyzes all 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.
- Performs electronic document imaging activities including preparing documents for imaging.
- 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.
- Processes State of Wyoming Certificate of Notary Commissions.
- 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.
- Provide support with the conduction of elections and assist voters in locating polling locations and provides general election related information.
- Adhere to safe work practices and procedures.
- Perform other duties as assigned or required.

Qualifications/Requirements:

- Knowledge of Microsoft Office Suite.
 - 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.
 - Ability to maintain confidential records in an ethical manner.
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- Skill in performing a variety of 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.

Education/Training/Experience:

- High School Diploma or equivalent preferred 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.