

BOARD OF COMMISSIONERS
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COUNTY MANAGER
Jaime Laughter
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101 South Broad Street
Brevard, NC 28712

September 8, 2017

**POSITION VACANCY
ANNOUNCEMENT**

CLASSIFICATION: Deputy Register of Deeds

SALARY GRADE: Full-Time (Pay Grade 9)
Beginning \$27,641

DEPARTMENT: Register of Deeds

Duties & Responsibilities: Performs skilled administrative support and technical work involved in the proper recording, maintenance and verification of legal real estate and other vital county records. Involves receiving, checking, indexing, verifying, proofing and recording legal documents, and related work as apparent or assigned. Work is performed under the supervision of the Register of Deeds.

Minimum Education and Experience: High school diploma or equivalent. Two year degree in Business Administration or related field is preferred. Skill set should include: Computer skills including experience with Microsoft Office and Excel; general knowledge of office methods and procedures; ability to operate office machines; ability to solve problems independently within scope of responsibility and establish and maintain effective working relationships with associates and the general public. Must be customer service oriented and have the ability to multi-task. General knowledge of rules, laws, practices and procedures of the Register of Deeds office, knowledge of legal documents, and general knowledge of North Carolina State Statutes would be preferred.

Application Deadline: September 22, 2017; first review of applications September 15, 2017

Application Process: Submit a state application PD107 to the NC Works/ Joblink Career Center at, 45 Oak Park Drive, Brevard, NC 28712. Internal applicants submit an internal application to the Human Resources Office. EOE.