

DEPUTY 2 - REGISTER OF DEEDS

Salary Classification – CS2

Salary Starting Wage Range: \$15.83 - \$16.87 per hour

General Information:

The Davison County Register of Deeds invites applications for a Deputy II Register of Deeds to perform a variety of tasks to record, file and archive documents, issue vital records and other records that may be required. This is a full-time position from 8:00 a.m. to 5:00 p.m. and generally from Monday – Friday. (Flex time may apply on occasion.)

Description of Work: This position is responsible for the complete, accurate, and efficient recording of legal documents, issuing vital records as well as assisting the general public by utilizing computer generated programs. The employee should possess strong communication and public relations skills. Must be able to read and determine whether the legal documents meet statutory requirements for recording which includes having the knowledge to read and interpret legal descriptions. Must be able to serve the public in information requests or retrieval of legal documents accurately and in a courteous manner. Works with the preservation of real estate documents and indexes by digitizing and filming records. Issuance and filing of marriage licenses according to the laws of the State of South Dakota, Federal Laws and more specifically the Supreme Court Ruling in Obergefell v. Hodges on June 26, 2015 which guarantees the fundamental right to marry is guaranteed to same-sex couples regardless of state statutes stating otherwise. File Burial permits, and various private sector, county, state and federal tax liens, business names, military discharge records, and issuance of certified copies of all vital records, real estate and lien filings. Daily balancing of fees and county aid lien totals. Performs duties as assigned by the Register of Deeds or First Deputy whether or not, specifically set forth herein.