

## DEPUTY REGISTER OF DEEDS JOB DESCRIPTION

The Deputy Register of Deeds assists the Register of Deeds in most phases of departmental operations.

### **Duties Include:**

Assists with review, acceptance and processing of incoming documents for recording purposes. Assists with recording information on real estate documents, indexing of land records, and data entry of recorded documents.

Assist the Register of Deeds in daily/monthly balancing and reconciliation of fees collected.

Issue vital records which includes death, birth, certified copies of marriage, marriage licenses, and Veterans' records.

Any other duties/projects assigned by the Register of Deeds.

### **Qualifications:**

High School diploma or GED

Knowledge of quickbooks /excel helpful

Knowledge of land descriptions helpful

Strong attention to detail

Communication skills with public and coworkers

### **Benefits:**

This is a hourly full-time position with a starting wage of \$16.25. Benefits include health, dental, vision, and life insurance, SD retirement, paid sick/vacation, and paid holidays.

Applications available at Register of Deeds office or may submit resume to [brulrod@midstatesd.net](mailto:brulrod@midstatesd.net)

Position open until filled