

Position: **Abstract Clerk I**

Reports to: Register of Deeds or Chief Deputy

General Purpose

Recording, Indexing, Mapping, Proofing, all real estate legal documents.

Performing duties according to statutes and understanding legal documents and complex legal descriptions. Maintain the permanent public records with integrity. Present a positive professional image, with excellent customer service.

Job Summary: Abstract Clerk I is an Entry-level position/training position for Abstract Clerk II

Essential Functions:

NOTE: The following is not necessarily all-inclusive listing of the duties associated with this job. Additional duties may be added or deleted, by the Register of Deed or Chief Deputy.

- Complete training on all aspects of Abstract Clerk II job duties. (**See job description for Abstract Clerk II**)
- Advancement to Abstract Clerk II job will depend on the level of job performance and skill set. Or previous experience or knowledge.
- Assist Abstract Clerk II as assigned.

Skills/ Education Requirements

- High School diploma, or equivalent, required.
- Must demonstrate legible handwriting skills
- Knowledge of legal descriptions, legal documents, mapping desirable.
- Must be detail oriented, have ability to multi-task
- Must possess excellent customer service
- Must have working knowledge of all basic office equipment and demonstrate 35 wmp typing ability
- Must have working knowledge of computers and Word, Excel, and Outlook programs.
- Must be able to read cursive writing

Essential Physical Requirements

- Must be able to lift 40lbs.
- Work requires standing for periods of time
- Work requires use stairs, climb small ladder, and bend maneuver as needed.
- Work requires periods of time sitting at an office desk, with extended periods of computer time.
- Must have good hand/eye coordination and 20/20 or corrected vision.

Essential Attendance

Must maintain an acceptable level of attendance and punctuality.

Skills/ Education Requirements

- High School diploma or equivalent is required
- Must demonstrate legible handwriting skills
- Knowledge of legal descriptions, legal documents, and mapping desirable
- Must be detail oriented and have ability to multi-task
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Essential Attendance

Must maintain an acceptable level of attendance and punctuality.

Work schedule

8AM-5PM, M-F, 40hrs/wk.

Wages:

- This position is a non-exempt position
- Starting wage will be \$19.50-\$20.50 per hour, depending on qualifications
- Comprehensive benefit package including retirement.

Application submission:

Please submit completed application, resume, and a cover letter.

Buffalo County Register of Deeds
1512 Central Avenue, Room 240
P O Box 1270
Kearney, NE 68848

Position will remain open until filled.

EOE/AA/Veterans Preference
Buffalo County Register of Deeds Office

Buffalo County Register of Deeds Office

Position: **Abstract Clerk II**

Reports to: Register of Deed or Chief Deputy

General Purpose

Recording, Indexing, Mapping and proofing all real estate legal documents.

Performing duties according to statutes and understanding legal documents and complex legal descriptions. Maintain the permanent public records with integrity. Present a positive professional image with excellent customer service.

Essential Functions:

(Note: The following is not necessarily an all-inclusive listing of duties associated with this job. Additional duties may be added or deleted by the Register of Deeds or the Chief Deputy.)

- Inspect all documents presented for recordation for legibility and to ensure proper signatures, legal descriptions, acknowledgements, online notarization and electronic signatures for all types of recordings
- Review and proof to verify that each document complies with the statutory requirements for recordation
- Collect proper recording fees based on statutes
- Collect proper Documentary tax or ensure exemption information per Nebraska Department of Revenue regulations
- Pre-prepare document
- Barcode and affix recording data
- Prep-Avid
- Process- Avid
- Avid Search process
- Simplifile-e-recording & void process
- I-Scan procedure and check notations
- Use all functions of Laredo
- Perform Functions of Sale of Product
- Prepare Certified copies
- Prepare coversheets when applicable
- Affix all appropriate stamps and information to each document
- Check completed Form 521 for all information
- Enter documents into computer, fees, documentary tax, Grantor-Grantee and whom delivered.
- Index all documents accurately
- Return documents with rejection letter/do not meet record statute or errors
- Answer telephone inquiries from the information contained in the records
- Draft metes and Bounds legal description for indexing purposes
- Update cadastral maps
- Update index cards
- Office filing procedures
- Complete process of Subdivision Plats and vacations

Essential Knowledge, Experience, and Abilities

- Must possess excellent oral and written communication skills and demonstrate leadership capabilities
- Ability to establish and maintain high quality of communication with Register of Deeds
- Ability to communicate with Supervisor, staff , general public and professionals to convey accurate and detailed information.
- Ability to maintain customer confidentiality while providing all the public information in the office. Ability to fulfill searching and copy requests.
- Ability to respond in a courteous and professional manner at all times.
- Ability to provide correct and accurate information from the records by telephone or email.
- Ability to work efficiently, plan and complete scheduled tasks.
- Ability to prioritize tasks- (customers, phone, documents etc)
- Ability to understand and follow oral and written requests from supervisor or public.
- Ability to operate and use office equipment, phones, computers, I-pad, printers, fax, Oce plotter, microfilm reader, calculator, etc.
- Ability to perform all functions of the software programs in the Fidler land management systems.
- Ability and knowledge to perform all aspects of Simplifile e-recording.
- Ability to draft by using mathematical computation and engineering scales to determine location of parcels.
- Ability and knowledge of Subdivision proofs and procedures.
- Ability to read surveys, GIS mapping, cadastral and legal descriptions.
- Knowledge of the records to enable and maintain a high degree of accuracy in all job functions. Errors could affect records of property ownership and cause inaccurate computations.
- Ability and knowledge that requires the attention to detail in working with complex legal descriptions and complex documents.

Work schedule

8AM-5PM, M-F, 40hrs/wk. occasional hours off-hour may be requested as needed.

Wages:

- This position is a non-exempt position
- Starting wage will be \$19.00-\$20.50 per hour, depending on qualifications
- Comprehensive benefit package including retirement.

Application submission:

Please submit completed application, resume, and a cover letter.

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