

Office: **Buffalo County Register of Deeds**
Position: **Abstract Clerk I**
Reports to: **Register of Deeds or Chief Deputy**

General Purpose

- Recording, indexing, mapping, and proofing all legal documents pertaining to Real Estate in Buffalo County.
- Performing duties according to statutes. Understanding legal documents and complex legal descriptions. Maintaining the permanent public records with integrity. Present a positive professional image to the public with excellent customer service.

Job Summary

- Abstract Clerk I is an entry-level position, training for the position of Abstract Clerk II.

Essential Functions

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

- You will complete training on all aspects of Abstract Clerk II job duties. (See job description for Abstract Clerk II)
- Advancement to Abstract Clerk II will depend on the level of job performance, skill set, or previous experience and/or knowledge.
- Assist Register of Deeds, Chief Deputy, & Abstract Clerk II as assigned.

Skills / Education Requirements

- High School diploma, or equivalent, required.
- Must demonstrate legible handwriting skills.
- Must demonstrate 35 words per minute typing ability.
- Knowledge of legal descriptions, legal documents, mapping, and proof-reading are desirable.
- Must be detail oriented & have the ability to multi-task.
- Must possess excellent customer service skills.
- Must have working knowledge of basic office equipment (Multi-line Phone, Printer/Copier/Fax Machine, Adding Machine, Computers, Printers, iPad, Oce Plotter, Microfilm Machines, etc.).
- Must have working knowledge of computer programs such as: Word, Excel, Outlook, Internet.
- Must be able to read cursive writing.

Essential Physical Requirements

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

Essential Attendance

- Must maintain an acceptable level of Attendance and Punctuality.

Work Schedule

- 8:00AM – 5:00PM, Monday through Friday, 40 hours per week, 1 hour lunch break.

Wages

- This position is a non-exempt position.
- Buffalo County offers a comprehensive benefits package including: Competitive Wages, Health Insurance, Vacation Leave & Sick Leave, Retirement, and more.

Application Submission

- Please submit completed Application, Resume, and Cover Letter to:
Buffalo County Register of Deeds
1512 Central Avenue, Room 240
PO Box 1270
Kearney, NE 68848
- Position will remain open until filled.
- EOE/AA/Veterans Preference

Office: **Buffalo County Register of Deeds**
Position: **Abstract Clerk II**
Reports to: **Register of Deeds or Chief Deputy**

General Purpose

- Recording, indexing, mapping, and proofing all legal documents pertaining to Real Estate in Buffalo County.
- Performing duties according to statutes. Understanding legal documents and complex legal descriptions. Maintaining the permanent public records with integrity. Present a positive professional image to the public with excellent customer service.

Job Summary

- Abstract Clerk II is an advanced-level position, learning additional duties of the office.

Essential Functions

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

- Pre-Prep Documents
 - Inspect documents presented for recording for legibility, legal descriptions, proper signatures and notary acknowledgements (in person, online, & remote), etc.
 - Inspect documents to verify they comply with statutory recording requirements.
 - Proof Form 521 received for completeness & accurateness.
 - Collect correct Recording Fees & Documentary Stamp Tax according to statutes.
- Prep Documents for Recording – AVID Software
 - Barcode, Create & Affix Recording Data/Stamp, Enter Tenders, etc.
- Process Recorded Documents – AVID Software
 - Index accurately the Grantor/Grantee, Legal Descriptions, Dates, Considerations, etc.
- Utilize AVID Software to Perform Functions of Sale of Product, Searching, Scanning Documents, Rejecting Documents & preparing Rejection Letters, etc.
- Use all functions of Laredo Software (Look up information by legal description, names, document types, document numbers, etc.)
- Use all functions of Simplifile website to record electronically submitted documents.
- Prepare Certified Copies & Document Cover Sheets when needed.
- Complete process for Subdivision Plats and Vacations.
- Be proficient in reading metes & bounds legal descriptions for indexing purposes.
- Update Cadastral Maps.
- Update Ownership Index Cards.
- Answer Telephone inquiries from the information contained within the permanent public records.
- Apply / Use Office Filing Procedures.

Essential Knowledge, Experience, and Abilities

- Must possess excellent oral and written communication skills.
- Ability to communicate with supervisor and coworkers to convey accurate and detailed information.
- Ability to understand and follow oral and written requests from supervisor and/or general public.
- Ability to communicate with general public and other professionals to convey accurate & detailed information from the public records in person, by phone, or by email.
- Ability to maintain customer confidentiality while providing public information.
- Ability to fulfill search/copy requests.
- Ability to operate all basic office equipment (Multi-line Phone, Printer/Copier/Fax Machine, Adding Machine, Computers, Printers, iPad, Océ Plotter, Microfilm Machines, etc.).
- Ability to perform all functions of the AVID & Laredo software programs.
- Possess knowledge & ability to perform all aspects of Simplifile electronic recording.
- Possess knowledge of Subdivision Proofs and Procedures.
- Ability to read Surveys, GIS mapping, Cadastral Books, and Legal Descriptions.
 - Possess working ability to draft legal descriptions (by use of mathematical computation and engineering scales) to determine location of parcels.
- Ability to work efficiently, plan and complete scheduled tasks, and multi-task at times.
 - Ability to prioritize tasks (customers, phones, documents, etc.)
- Ability to respond in a courteous and professional manner at all times, to all individuals.
- Possess a working 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 inaccuracies in the record.
- Must demonstrate high attention to detail and possess leadership capabilities.

Essential Physical Requirements

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

Essential Attendance

- Must maintain an acceptable level of Attendance and Punctuality.

Work Schedule

- 8:00AM – 5:00PM, Monday through Friday, 40 hours per week, 1 hour lunch break. Additional Hours *may* be requested as needed. Occasional Days Off due to Holidays, Vacation Leave, or Sick Leave.

Wages

- This position is a non-exempt position.
- Buffalo County offers a comprehensive benefits package including: Competitive Wages, Health Insurance, Vacation Leave & Sick Leave, Retirement, and more.

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