



(2021-1)

**POSITION VACANCY ANNOUNCEMENT**  
**BELKNAP COUNTY**

<b><u>Position Title</u></b>	<b><u>Labor Grade</u></b>	<b><u>Starting Salary</u></b>	<b><u>Department/ Division</u></b>	<b><u>Posting Date</u></b>	<b><u>Work Shift</u></b>
Registry Clerk	7	\$17.03 Hourly	Registry of Deeds	1/11/2021	40 hrs.

**SPECIAL INSTRUCTIONS:**

**Application:** An application is required and may be picked up during normal business hours or one may be downloaded from our website. You can fill out the on-line Word version of the application and save it to your hard drive. You must print it out, sign it and submit the application to: Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245.

**GENERAL SUMMARY:**

Under the general supervision of the Registrar performs tasks relative to ensuring timely and accurate recording and scanning of all documents including deeds, mortgages, assignments, discharges of mortgage, liens, covenants and plans as well as archival work within Belknap County. Responsible for performing both routine and complex data entry and proofreading.

**ESSENTIAL JOB FUNCTIONS:\*** (Functions may be dependent on assignment)

Receives and responds to incoming telephone calls and visitors; assists with questions or business of the users of the Registry of Deeds records.

Receives, extracts data from source documents, indexes, proofs, records and scans documents including deeds, mortgages, assignments, discharges of mortgages, liens, covenants and plans and checks them for validity and compliance with RSA's.

Indexes or proofs all documents including deeds, mortgages, assignments, discharges of mortgages, liens, covenants and plans on a rotating schedule.

Proofs copies against originals to ensure file is complete. Copies documents as needed for the public.

Operates equipment such as scanners, computers, photocopy machines, typewriters, fax machines.

Some book keeping may be involved.

Cross trains with all other positions within the Registry.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs special projects and related responsibilities as initiated and requested.

Performs other related duties as assigned.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

High school diploma or equivalent with 2-3 years of office experience. Familiarity with equipment such as scanners, plotters, photocopiers, computers, fax machines, etc. Good keyboard and data entry skills as well as excellent attention to detail. Good communication skills with ability to provide professional customer service required. Some bookkeeping experience preferred.

**SUPERVISORY RESPONSIBILITY:** Position has no supervisory responsibilities.

**Knowledge of:**

General office policies/procedures.  
General administrative procedures and techniques.  
Applicable state, federal, and local laws, rules and regulations.  
Basic bookkeeping/accounting procedures.  
Computer applications related to the work.

**Skilled in:**

Excellent keyboarding skills.  
Organizing work and setting priorities with a minimum of direction.  
Communicating clearly and effectively, orally and in writing.  
Operating office equipment and data entry  
Dealing effectively with a variety of people.  
Using tact, initiative, and judgment within established guidelines.  
Ability to work effectively with other officials, employees and the general public.

**Mental and Physical Abilities to:**

Understand and carry out written and oral instructions.  
Work in an open office environment with several activities and conversations taking place simultaneously.  
Read and understand written directions, text, numbers, and legal terminology associated with area of assignment.  
Perform duties while sitting or standing at a desk or counter.  
See and read computer screen and a variety of written materials, all which require close vision abilities.  
Use of computer keyboards requiring eye-hand coordination and finger dexterity.  
Work in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**GENERAL PROVISIONS**

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

"An Equal Opportunity Employer M/F/DP"