

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Deputy Register of Deeds P/T (Position #407-1)
LOCATION: Craven County Register of Deeds
SALARY RANGE: \$9.88/hour
JOB TYPE: Part-time/Permanent/Non-Exempt
POSTING DATE: August 13, 2013
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

This position performs responsible administrative and document processing work of a legal nature in the Office of the Register of Deeds.

ESSENTIAL JOB FUNCTIONS

Receive deeds, deeds of trust, powers of attorney, agreements, notices, and many other types of legal documents; record and index documents according to the North Carolina Minimum Indexing Standards after verifying statutory prerequisites, working directly with attorneys, paralegals, lending institutions and the general public. Issue marriage licenses following North Carolina statutes and the policies of the Craven County Register of Deeds. Swear in Notaries Public. Issue certified copies of birth, death, and marriage records. Aids public in research, both on the computer and in the paper records.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school. A minimum of two years experience working in the public sector. Must be proficient in keyboarding and computers. Must be willing and able to study and learn the North Carolina General Statutes as they relate to the Register of Deeds office. Must be able to work flexible hours according to the requirements of the office. Spanish a plus.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.osp.state.nc.us/jobs/general.htm>. You must be registered at ncworks.gov prior to submitting your application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Sherri Richard at 636-6617

Craven County is an Equal Opportunity Affirmative Action Employer.

