



**ADMINISTRATIVE SPECIALIST
PAY GRADE C**

Employer

Cowley County
311 E 9th
Winfield, KS 67156

Job Description

The Cowley County Register of Deeds Office is the central location for vital records and land records for Cowley County. The Register of Deeds Office is responsible for recording and maintaining transactions regarding real estate within the county. This includes but is not limited to, deeds, mortgages, oil and gas instruments, death certificates, military discharges, financing statements, tax liens, and plats.


ESSENTIAL DAILY TASKS:

Have the office open and ready for business at 8:00 A.M.; see that it remains open until 5:00 P.M. except during the noon hour, when the courthouse offices are closed.

Provide prompt, courteous, and efficient service to the public and all other county departments. Assist the title offices and researchers, whether in person, by phone, or by correspondence.

File and maintain UCC's and perform lien searches.

Receives legal instruments for recording, determines the accuracy and recordability of instrument, determines and collects proper recording fees. It is the responsibility of the Register of Deeds Office to collect a Sales Validation Questionnaires with all Deeds and Affidavits of Equitable Interest. If there is not one, it must have the proper exception statement on it before recording.



Check accuracy and completeness of incoming instruments, point out discrepancies to the Register of Deeds, or the filer, if a walk-in. This includes complete legal descriptions, complete acknowledgements, and correct recording fees.

Send Deeds and other appropriate records to the Clerks, Appraisers Office, and MIS/GIS department daily. Retrieve deeds from the Clerk's office and make appropriate notes on transfer. Photocopy records on linen paper for permanent records. Return instruments daily through USPS, FedEx, and UPS.

Work on back imaging and scanning as time allows.

Perform all job tasks requested by the Register of Deeds.

QUALIFICATIONS:

- High School diploma. Be able to use a typewriter, calculator, scanner, postage meter, copier, telephone, book scanner & daily scanner.
- Minimum of three years of similar or related office work experience.
- Knowledge of legal descriptions, legal documents and legal terms is helpful.
- Must be computer literate and knowledgeable of basic computer programs.
- Under direct supervision of Register of Deeds. Close mental and visual concentration required.
- Must strive for accuracy in all work.

WORKING CONDITIONS/ENVIRONMENT:

Essential functions of this position require prolonged sitting and standing, keyboarding, oral and visual communications as well as listening skills, lifting books and supplies weighing up to 40 pounds, climbing a ladder in order to retrieve record books from a height of 10 feet.

APPLY:

Applications may be picked up in the County Administrator's Office or to apply on-line please visit our website at www.cowleycountyks.gov

Please e-mail to all applications to:

Administrative Services Manager at mread@cowleycountyks.gov located at 311 E. 9th Winfield, Kansas 67156.

Cowley County is an Equal opportunity Employer. Positions are open until filled.

