

Sumter County Office of Human Resources



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Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

**Sumter County is Presently Seeking a
Clerk II for the Register of Deeds Office
Starting Salary \$20,000**

Examples of Work Performed: Under occasional supervision, proofs, logs in and checks documents received for recording, ensuring compliance with regulations regarding the legality of documents and the amount of documentary taxes and fees paid. Notes satisfactions, assignments, etc., pertaining to mortgages on indexes as required by State statutes. Calculates, prepares billing statements for and collects required fees. Accounts for and prepares reports on daily and monthly collections; transfers all monies daily to the County Treasurer. Prepares and maintains the accounting journals of the department's fiscal activities. Maintains various office files and indexes. Maintains legal papers until they are returned to the proper individual or firm. Scans various County records and documents for permanent public and archival use; proofs scanning for completeness of record; sets up and maintains scanning equipment, checking regularly for proper adjustments. Receives and responds to public inquiries and requests for assistance. Locates deeds, mortgages and related documents upon request. Performs computer data entry to record and retrieve various information. Operates and maintains a variety of equipment such as a computer, microfilm viewer/printer, calculator, etc. Interacts and communicates with various groups and individuals such as attorneys, paralegals, surveyors, judges, and general public, etc. Performs various routine clerical duties and other general duties as required. Reports to the Deputy Register of Deeds and to the Register of Deeds.

Required Knowledge, Skills & Abilities: Has thorough knowledge of the methods, procedures and policies of the Register of Deeds department as they pertain to the performance of duties of the Clerk. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to offer assistance to co-workers and employees of other departments as required. Is proficient in record keeping and bookkeeping, and has excellent clerical skills. Is able to read and interpret legal, financial and related materials pertaining to the responsibilities of the job. Is skilled in applying significant attention to detail as necessary in preparing and proofing records, reports and correspondence. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities without the need of direct supervision. Has skill in the use of computers and other office equipment. Must be able to lift and/or carry weights of up to twenty pounds.

Minimum Requirements: Requires a high school diploma supplemented by one to two years of experience in records management, bookkeeping or general clerical work, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Benefits: One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified Candidates:

Visit our website at www.sumtercountysc.org for a pre-employment application

And

Fax cover letter, résumé and application to (803) 774-2827

Or

E-mail cover letter, résumé and application to lstengel@sumtercountysc.org

Opening Date: July 13, 2017

Closing Date: July 21, 2017

**EEO/AA
DRUGS DON'T WORK**