

LEE COUNTY

JOB TITLE: DEPUTY REGISTER OF DEEDS I REGISTER OF DEEDS DEPARTMENT

Hiring Salary \$29,851 GRADE 60

JOB DESCRIPTION:

Performs intermediate skilled administrative support work recording and indexing legal documents, preparing and transmitting deposits, accessing and amending vital records, providing customer support, and related work as apparent or assigned. Work is performed under the supervision of the Register of Deeds.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED and moderate experience working in customer service, banking, or equivalent combination of education and experience.

SPECIAL REQUIRMENTS

Deputy register of deeds certification within one (1) year.
Applicable training to meet the essential functions will be provided and must be completed upon hire and on an ongoing basis.
Valid driver's license in the State of North Carolina.

APPLICATION PROCESS:

Submit a cover letter, resume and a Lee County application to Lee County Human Resources, PO Box 1968, Sanford N.C. 27331- 1968. Position will close at 5pm on Friday, October 23, 2020. Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities.

Pre-employment drug testing is required. www.leecountync.gov