


Maryland Judiciary Job Description

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|  | Official Title | Lead Land Records Clerk |
| | Job Code | 2443 |
| | Business Title | Lead Land Records Clerk |
| | FLSA Status | Non-Exempt |

POSITION SUMMARY

This position performs non-judicial clerical and cashiering work in the Circuit Courts in a lead capacity consisting of training, assigning, reviewing, and approving work of other non-judicial staff. Work involves examining, recording, verifying, and indexing real estate and other documents, such as deeds, mortgages, release agreements, plats, homeowner's depository, etc. Land Record instruments may be received in person, by mail, or electronically. Requires accurate recording of document and fees collected or taxes due. Work is performed under general supervision.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides customer service for the courts by examining, verifying, indexing, recording, scanning, numbering, entering data, microfilming, retrieving, and copying to process legal and recordable documents, especially related to land records, in order to maintain permanent record for public use.
- Processes and records land documents (i.e., Agreements, Transfers, Leases, Deeds, Mortgages, Assignments, Financing Statements, Election Returns) and issue receipt in accordance with department procedures.
- Refers to current Annotated Code and Attorney General Opinions to determine validity and taxability of the various documents to be recorded.
- Provides customers with information about recording procedures, taxation, and other problems in pre and post-settlement situations.
- Responds to more difficult inquiries and resolves issues and/or handles irate customers.
- Provides direction to, assists in training of, and aids in reviewing work of staff.
- Orients new staff members to the workflow and processes of the unit.
- Assigns liber and folio or other references to documents.
- Instructs customers on how the land records are organized and demonstrates how to search for a document in the system.
- Collects appropriate fees and calculates taxes and penalties, as appropriate.
- Performs cashier functions.
- Arranges documents in numerical sequence and prepares for batch processing.

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- Prints batch lists, proofreads for possible errors, and makes corrections, as necessary.
- Maintains all indices for recorded documents, e.g., Federal Tax Liens, Hospital Liens, Notices of Sale, and Plats.
- May assist in the selection of new employees.
- May provide input to supervisor regarding performance assessment of staff.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- Three (3) years of work experience, to include one (1) year as a Land Records Clerk, in clerical/cashiering work involving fee collection and recording, verifying, or indexing real estate and other documents.

Note:

- A Bachelor's Degree may substitute two (2) years of required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute two (2) years of required work experience.
- A Paralegal Certificate may substitute one (1) year of required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Job related terminology, codes, comments, notations, orders, policies, procedures, rules, regulations, and laws.
- Personal computers and software to include, but not limited to, Microsoft Office Suite.
- Court forms, practices, procedures, protocols, systems, and equipment required to support the specialized work of the assigned unit(s).
- Instrument codes and instrument-specific indexing procedures.

Skill in:

- Applying job-related terminology, codes, policies, procedures, rules, regulations, and laws.
- Examining legal property documents.
- Communicating information effectively.
- Analyzing records, reports, and other business documents and noting details and facts pertinent to this assignment.

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Ability to:

- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Operate special duplication equipment, typewriter, time/date document liber/folio, adding machine, numbering, and scanners.
- Calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Interpret, apply, and follow a variety of written or verbal instructions.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Assist, guide, and direct others in a polite and efficient manner.
- Work within time constraints, meet fixed deadlines, and demonstrate good organizational skills.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees but provides instruction and guidance to staff and leads the work unit.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The use of arm and/or leg controls requires exertion of forces greater than that of sedentary work, however the worker sits most of the time.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

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| Date created: | May 2021 |
| Dates revised: | August 2021 |