



Real Estate Supervisor Clerk of Court

COC/5 - 313

JOB SUMMARY

This position performs administrative and supervisory duties in support of the work of the Real Estate Division.

MAJOR DUTIES

1. Oversees the daily operations of the Real Estate Division.
2. Ensures that practices, policies, and procedures of the Clerk are followed; ensures compliance with the Official Code of Georgia and the Georgia Superior Courts Cooperative Authority Indexing Standards.
3. Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
4. Oversees the proper distribution of Intangible Tax and Real Estate Transfer Tax.
5. Schedules, assigns, monitors, directs, and reviews all aspects of real estate recordings.
6. Resolves problems and complaints.
7. Scans documents; checks scanned images for completeness and image quality.
8. Prepares weekly progress report and other reports as needed.
9. Maintains employee time sheets.
10. Maintains real estate vault and public computer room.
11. Opens and closes office; sets and turns off alarms.
12. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of office procedures and policies.
2. Knowledge and skill of Georgia Real Estate Indexing Standards.
3. Knowledge and skill of the principles and practices of records management.
4. Knowledge of computers and job related software programs.
5. Knowledge and skill of legal and real estate terminology.
6. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
7. Knowledge and skill Intangible Tax and Real Estate Transfer Tax.
8. Skill in public and interpersonal relations.
9. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Special Assistant to the Clerk of Court assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Official Code of Georgia, Superior Court rules, GSCCCA rules and regulations, office policy, and Georgia Real Estate Indexing Standards. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and supervisory duties. The volume of work contributes to the complexity of the position.
- The purpose of this position is to provide administrative and supervisory support for the work of the Real Estate Division. Success in this position contributes to the efficiency and effectiveness of division operations.

CONTACTS

- Contacts are typically with co-workers, judges, other court personnel, attorneys, builders, surveyors, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in an office, courtroom or vault.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Deputy Clerk III – Real Estate (2), Deputy Clerk II – Real Estate (1), and Deputy Clerk I – Real Estate (2).

SPECIAL CERTIFICATIONS AND LICENSES

- Certified Indexing Standards for Real and Personal Property Records for the State of Georgia, Indexing Standards Changes, Deed System Guidelines, Lien System Guidelines, Plat System Guidelines, File Naming, Deed/Lien/Plat Certification, and Deed/Lien/Plat Image Specification. Possession of or ability to become a Notary Public and take Oath of Office.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.