

# LEAD REAL ESTATE CLERK

## DEFINITION

Under supervision, to direct the work of clerical personnel involved in duties related to the recording of real estate documents; to act as the principal reference source on real estate recording; to perform clerical duties related to the recording of real estate documents; and to do related work as required.

## EXAMPLES OF DUTIES

Trains, directs, and monitors the work of a crew of clerical workers involved in duties necessary to the recording of documents related to real estate ownership and financing; advises employees, attorneys, title company personnel, and the public on the requirements for proper recording of real estate documents including the most difficult cases; responsible for the proper storage of filed documents; may reply to written requests for real estate searches and related information; interfaces with systems and data processing personnel regarding index system maintenance; responsible for timely updates to the real estate indices; responsible for contracts with firms and individuals purchasing customized reports; monitors computerized record keeping systems and workflow, ensuring quality control; may receive and respond to complaints from the general public, attorneys and title company personnel; reviews and determines proper category and method of indexing for a wide variety of real estate documents submitted for recording (Provides a resource regarding recording and indexing questions for real estate staff and customers. Acts as a liaison with system vendor); may perform the more routine duties related to real estate recording.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to three years of general clerical experience including six months of substantial involvement with a wide variety of documents related to real estate legal descriptions, ownership, transfer and financing at the Real Estate Clerk level. Experience in a lead work position and/or supervisory training is preferred.

Knowledges, Skills and Abilities: Knowledge of basic system analysis principles and practices; knowledge of real estate documents related to ownership and transfer; knowledge of the varied methods of real estate financing; knowledge of state statutes related to real estate ownership and recording of such documents; knowledge of legal descriptions related to real estate; knowledge of modern complex clerical procedures and practices including computerized record keeping; knowledge of standard data entry machine operation and the ability to enter data at an acceptable rate; ability to interpret, explain and apply policies, regulations, laws and procedures; ability to communicate courteously and effectively with fellow workers and the public; ability to analyze work flow and to organize work in the most efficient and effective way; ability to train, direct, and monitor the work of others; ability to perform assigned functions with a minimum of error.