

**Washington County  
Job Description**

**JOB TITLE: Land Records Coordinator**

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**Exempt: (Y/N):**  
**DATE REVISED: September 2011**

**DEPARTMENT: Circuit Clerk**  
**SUPERVISOR: Chief Deputy  
Clerk/Circuit Clerk**

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**SUMMARY:**

The Land Records Coordinator is responsible for indexing and performing data entry of all real estate and other documents in an accurate and proficient manner. The incumbent must maintain files so that abstract companies, lending institutions, attorneys and the general public can be served in an efficient manner. The incumbent enters land records, UCCs, bonds and certificates, IRS and medical liens, as well as termination liens in the system, therefore, accurate maintenance of the records are of vital importance. These documents maintain the integrity of Washington County Land ownership chain. When indexed by the Land Records Coordinator, they are electronically sent to the Assessor's Office and in turn to the Collector's Office. The incumbent is responsible for the supervision of two (2) deputy clerks in the real estate department. The Land Records Coordinator must ensure that each situation is handled according to County and State laws/policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** including the following: Other duties may be assigned.

1. Perform data entry of cross-indexed deeds and mortgages alphabetically by grantor and by grantee as they enter the office. Ensure that all documents are filed and indexed in the proper manner according to state law in an efficient and timely manner.
2. Perform data entry and release judgments and mortgages, which appear in the County Land Records, and release documents filed in the records.
3. Perform data entry of financing statements to include file marks and cross matches by number and sends a copy to the secured party.
4. Proof read all entries of land records ensuring accuracy of data as well as UCCs, and other recorded instruments.
5. Assist customers in locating specific instruments, make copies, and certify that the instruments are true to record. Assist all persons or organizations making request in a friendly and courteous manner. Provide assistance with research, as necessary.
6. Utilize a micro-film machine, straighten files, tape and replace worn pages in County records and pull expired instruments, as the situation requires.
7. Record and index plats and surveys, make copies, and distribute to abstract companies and the Assessor's office. Thoroughly check all instruments to be recorded to know none are missing, by page number.
8. Index and file federal, state, labor's, mechanic's, material liens and medical liens.

9. **Index military discharges and personal papers such as bills of sale and cemetery deeds.**
10. **Check indexes of property ownership and make copies on request of judgments, liens, financing statement, and other documents to be used in lawsuits, plus certifications.**
11. **Assist at the Real Estate desk as necessary.**
12. **Verify incoming documents and complete documents. Ensure that all instruments are prepared properly for entry into county recording and return the documents to the originating source for correction, if necessary.**
13. **File pleadings, etc. in the case files of each Court properly.**
14. **Ensure that all office equipment is properly maintained so that the office operates efficiently.**
15. **Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.**
16. **Insure that all duties assigned are performed in an efficient and responsible manner according to office policies and procedures.**
17. **File all case files away in proper place each day.**
18. **Train others to perform her duties in her absence.**
19. **Receive and index E-recording of Real Estate documents.**
20. **Direct supervision of 2 deputy clerks in Real Estate.**

**QUALIFICATIONS REQUIREMENTS:**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**EXPERIENCE– GENERAL:**

**Minimum of high school diploma or general education degree (GED): and five years experience in real estate/land records/abstracting. Must have strong knowledge of Arkansas State Real Estate Laws and meanings of real estate and legal terms. Previous experience in general office skills are critical to perform the duties of this position.**

**EXPERIENCE – MANAGEMENT:**

**Directly supervises 2 employees within the Circuit Clerk Department. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include assisting in training employees and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.**

## **EDUCATION**

**Minimum of high school diploma or general education degree (GED); two (2) years previous office experience; and general knowledge of legal and real estate terminology.**

## **INITIATIVE AND INGENUITY:**

**This individual must be a self-starter and proceed without supervision in order to keep up with the volume of documents filed on a daily basis. The incumbent must be capable of making decisions on proper indexing without direction from others.**

## **MENTAL DEMAND:**

**Must be able to concentrate on a high level. Problem solving skills are crucial to this position. The individual must be able to use his/her own judgment and skills to interpret the documents and index properly. A high degree of concentration is a requirement**

## **ANALYTICAL ABILITY/PROBLEM SOLVING:**

**The individual requires continuous attention to details. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature. They must be able to interpret legal descriptions (some metes and bounds, section, township and range, and lot sizes) on real estate documents.**

## **RESPONSIBILITY FOR WORK OF OTHERS:**

**The incumbent is responsible for the training and daily work of 2 employees within the real estate department. This area must be kept up daily. The incumbent carries out supervisory responsibilities in accordance with the County's policies and applicable laws.**

## **RESPONSIBILITY FOR FUNDS:**

**None**

## **RESPONSIBILITY FOR ACCURACY;**

**The individual in this position must possess above average computer skills and above average accuracy in data entry. The incumbent is responsible for the chain of ownership, etc of the land records for Washington County and must be able to interpret legal documents.**

## **ACCOUNTABILITIES:**

**The incumbent is accountable not only to the Circuit Clerk's office but to the abstractors, lending institutions, and every property owner of Washington County. One small error would be critical to the chain of ownership of property. One error in releasing of Judgments, liens, UCCs etc would be monumental to an individual in their credit rating.**

## **CONTACTS WITH PUBLIC:**

**In the capacity of Land Records Coordinator, they must have the ability to effectively communicate information and respond to questions in person- to- person, by way of telephone and small group situations with customer, clients, general public.**

## **CONTACTS WITH EMPLOYEES:**

**The incumbents must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other. Communication with Chief Deputy and Circuit Clerk.**

**MACHINE-COMPUTER OPERATIONS:**

The incumbent should possess good typing, strong computer skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

**WORK ENVIRONMENT:**

The work environment characteristics described 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.

**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.

While performing the duties of this job, the employee must sit for long periods of time; occasionally stand and walk; use hands to finger, handle, or feel objects and to talk or hear. Also, the employee must occasionally reach with hands and arms, stoop, kneel, crouch or stand.

Specific vision abilities required by this job include close vision and abilities to interpret small numbers and letters on reduced copies. The employee must occasionally be required to lift up to 10 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described 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.

The noise level in the work environment is usually moderate.