

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 02/15/2018 – Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Real Estate Clerk I

JOB CLASS (GRADE): 4

HOURLY RATE: \$12.63

LOCATION: Superior Court Clerk's Office

WORK HOURS: 8:00 AM – 5:00 PM

DEPT. HEAD: Erica Woodford

WORK WEEK: Mon. – Fri.

(X) REPLACEMENT () NEW REQUIREMENT

JOB SUMMARY:

This position is responsible for the entry of fees related to real estate transactions and the preservation of historical documents in the custody, care and control of the Superior Court Clerk, as well as the processing of the real estate plats, and various duties related to real estate documents.

DUTIES AND RESPONSIBILITIES:

1. Prep all real estate instruments including checking for signatures, return addresses, location of property, recognizing and coding the type of instrument and calculating the correct amount of fees.
2. Documents any return including a cover letter for each instrument being returned.
3. Enter the customer name and payment, type of document, consideration amount on transfer taxes or intangible taxes for the Macon and Bibb, PT-61 number, number of pages to be scanned and maturity date.
4. Enter book and page numbers to be referenced or cancelled; also enter the grantor and grantee, case number or ID number for fifas. Write the workgroup number on the workgroup form.
5. If amount due is to be billed, enter amount to be billed, print the receipt and write the date billed, department being billed, receipt number, amount in the log book.
6. Process cash and check payments.
7. Verify intangible amounts due including penalty and interest.
8. Print and put barcode labels on real estate instruments.
9. Enter book and page number on PT-61 forms.
10. Serve as back-up for daily real estate duties.
11. Assist customers with inquiries and requests.
12. Assist at front counter and front desk rotation.
13. Serve as custodian for the instruments received daily.
14. Occasionally overtime may be required to meet time sensitive deadlines.

MINIMUM QUALIFICATIONS:

1. High school or GED.
2. One year real estate document scanning experience.
3. Knowledge of relevant state laws governing real estate procedures.
4. Minimum typing speed of 55 wpm.
5. Proficiency in Microsoft Office products and office equipment.
6. Strong oral and written communication skills; strong organizational skills.

7. Demonstrated ability to work effectively with members of all levels within the organization and public.
8. Demonstrated ability to show good judgment, consistency, timeliness and respect in decision-making.
9. Knowledge of Resolution and/or case management software
10. Ability to work independently, as well as, perform as a team player.

WORKING CONDITIONS:

1. Temperature controlled office environment, frequently in confined spaces.
2. Minimum travel.
3. High activity, multiple deadlines, constant interruptions.
4. High visibility of behavior.
5. Moderate physical activity, including, lifting, stretching, bending, and standing.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Please return with a resume, copy of educational background and 2 letters of Professional Recommendation. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER