

## **Oneida County Job Posting**



### **LAND INFORMATION AIDE – DEPUTY REGISTER OF DEEDS**

Oneida County is accepting applications for the dual position of Land Information Aide and Deputy I Register of Deeds. This full-time (40 hours per week) position will split their time between the two positions, located in the separate offices of Land Information and Register of Deeds, both located in the Oneida County Courthouse. Both positions perform a variety of clerical and customer service duties including: assisting the public with document requests, corrections and record requests; accepting, preparing and recording a variety of documents and payments; preparing agendas and taking minutes at public meetings; other duties as assigned. The 2022 starting hourly wage for this position is \$17.68 plus fringe benefit package including health insurance, life insurance, retirement pension plan and generous PTO (Paid Time Off) plan with ability to carryover unused balances into future years.

Qualified candidates must possess:

- High school degree or equivalent with course work in accounting, math, secretarial and or computer sciences.
- One of the following:
  1. Two years post high school education in above areas OR
  2. One year post high school education in above plus one year work experience in land information/description environment OR
  3. Two years work experience in a land information/description environment.

Complete job description and **required** Oneida County application are available at [www.co.oneida.wi.us](http://www.co.oneida.wi.us). Completed application along with cover letter, resume and college transcripts should be submitted to [jlueneburg@co.oneida.wi.us](mailto:jlueneburg@co.oneida.wi.us) or mailed to Oneida County LRES, P.O. Box 400, Rhineland, WI 54501.

**Deadline to apply is Wednesday, August 24, 2022 at 8:30 a.m.**

*Oneida County is an Equal Opportunity Employer*

**Oneida County**  
**Job Description – Dual Positions**

**Job Title:** Land Info Aide – Deputy Register of Deeds I  
**Department:** Land Information and Register of Deeds  
**Reports To:** Land Information Director and Register of Deeds  
**FLSA Status:** Nonexempt – Full Time (40 hours per week)  
**Prepared By:** Sara Chiamulera, Land Information Director/Kyle Franson, Register of Deeds  
**Prepared Date:** August 2022  
**Approved By:** Lisa Charbarneau, Human Resources Director  
**Approved Date:** August 2022  
**Reviewed Date:** \_\_\_\_\_

**SUMMARY**

**Land Information Aide** – Position handles public inquires and requests, basic research of land records; index, scan and file maps, bill and receipt payments, and perform a variety of other office related duties.

**Deputy Register of Deeds I** – Position is responsible for performing a variety of duties, exercising independent judgment, initiative and maintaining confidentiality. Office procedures are governed by statute and supervision is provided by the Register of Deeds and/or Deputy Register of Deeds II.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Land Information Aide:**

- Assist the public in the search of survey or parcel information via front office counter, computer correspondence, and telephone inquiries.
- Attend monthly meetings, create meeting agendas and prepare minutes.
- Maintain survey maps database and other land records indexes via database entry, scan and file survey maps, notes, and related documents.
- Assist co-workers and public with research of survey, section, parcel, address, road, and other types of maps or data, and real estate title.
- Assist other Land Information Office staff with various land records projects or tasks, including deed review and ownership research.
- Perform any other office duties as assigned, not limited to draft office correspondence; maintain equipment inventory, maintenance agreements, and repair logs; order office supplies; assist with departmental budget and reports; prepare vouchers and invoices; run monthly accounting reports.

**Deputy Register of Deeds I:**

- Work with and assist the public and other county departments on a daily basis at the counter, on the computer, on the phone and through the mail.
- Accept, prepare and record all paper and electronic documents that are in recordable form, authorized by law to be recorded in the office of the Register of Deeds.
- Scan all recorded documents daily; index the required information on the document and verify each document for accuracy in the computer for tract indexing and easy retrieval.
- Make and deliver upon request and payment of fees, copies or certified copies of any recorded document or vital record in accordance with the statutes; file daily applications for retention as required by the State; furnish and assist the public with a form for self-probating an estate.
- Conduct daily cash balancing and make regular deposits to the County Treasurer for fees collected; make deposits into escrow accounts and process payments.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Deputy Register of Deeds I (continued):**

- Use the Wisconsin State Vital Records Information System (SVRIS), or the R.O.D. vitals system, to access, search and print certified and uncertified copies of vital records; reconcile daily reports for vital paper usage.
- Assist the public with handling corrections on vital records and information regarding birth and marriage certificates that were never filed in the Register of Deeds Office or in Madison.
- Record, index and file military discharges; prepare certified copies for the local Veteran Service Office and for the Veteran as requested.
- Assist the public with Genealogy record searches for birth, marriage and deaths using indexes; assist with land record property searches on the computer and in the manual tract indexes.
- Assist individuals with the states electronic real estate transfer return receipts (e-RETR's); verify and enter the receipts on the Wisconsin Department of Revenue website.
- Assist other departments in land related functions as directed by the Register of Deeds.
- Performs any other duties as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to complete 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.

- Knowledge of general office practices and business math.
- Ability to maintain accurate records and prepare reports; must be detail oriented.
- Ability to use office machines including copier, computers, and calculator.
- Knowledge of computer hardware and software and typical office software applications such as word-processing, spreadsheets, databases, Internet and email.
- Knowledge of public land survey system designations, plat book layout, and property legal descriptions.
- Knowledge of deeds, surveys, parcel maps, and related maps.
- Ability to learn the use of land records mapping and tax parcel web sites.
- Good telephone communication skills.
- Must be comfortable working with the public on a daily basis.
- Ability to plan, organize and schedule priorities effectively.
- Must be able to work independently and with others.
- Must be confident with the ability to problem solve and make good decisions.
- Must be accurate and respect confidentiality.

## **EDUCATION and/or EXPERIENCE**

High school degree with course work in accounting, math, secretarial and/or computer sciences, plus one of the following:

Two years post high school education in above areas; experience in land information/description is preferred

-OR-

One year post high school education in above areas plus one year work experience in a land information/description environment.

-OR-

Two years work experience in a land information/description environment.

## **LANGUAGE SKILLS**

Good oral and written communication skills.

### **MATHEMATICAL SKILLS**

Ability to perform mathematical computations.

### **REASONING ABILITY**

Ability to work effectively with staff, county and local officials, and the general public.

### **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.

- Ability to handle maps of all sizes and retrieve heavy books.
- Must be able to lift 30 lbs. on a continuous basis.

### **WORK ENVIRONMENT**

The work environment characteristics 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.

Works in an office with many public and phone contacts.