

COUNTY OF ASHE POSITION VACANCY

Deputy Register of Deeds

Ashe County is seeking applications to fill a vacancy in the Register of Deed Office as Deputy Register of Deeds. Successful applicant will be responsible for clerical work involving the indexing, recording and issuing such legal instruments as deeds, birth and death records and marriage licenses. Work involves recording and filing financial statements and other instruments under the Uniform Commercial Code. Employee must exercise tact and courtesy in providing general assistance to the public. Applicant must exercise independent judgment and initiative in making decisions regarding the accuracy, completeness and consistency of records. Salary: \$34,704.00 annually plus excellent benefits package. For a full job description and an application, contact the NC Works Career Center, 626 Ashe Central School Road, Jefferson, NC 28640. Deadline for applications is Friday, October 11, 2019 at 1:00 p.m. Criminal records check and pre-employment drug testing is required. **EOE/AAE**