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Class Specifications
for the Class:

LAND DOCUMENT RECEIVING CLERK I

Duties Summary:

Receives and dockets papers filed with the Registrar of Conveyances; checks documents for completeness and compliance with recording laws, rules and regulations; collects and accounts for registration fees in the Hawaiian and Land Court systems; may maintain departmental fiscal and personnel records, may supervise and instruct others in the performance of record keeping and other clerical tasks incidental thereto; and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of Land Document Receiving Clerk II in that the Land Document Receiving Clerk I receives and dockets legal papers filed with the Registrar of Conveyances; whereas the Land Document Receiving Clerk II not only supervises and participates in the receiving and docketing of legal papers filed but also is responsible for the development, and the maintenance of the divisional budget, equipment, personnel and fiscal records.

This class differs from that of Land Court Document Receiving Clerk I in that the Land Document Receiving Clerk I receives and dockets papers filed with the Registrar of Conveyances under the Hawaiian land systems checking for compliance with recording laws and regulations and may supervise a variety of record keeping duties as assigned; whereas the Land Court Document Receiving Clerk I receives and dockets Land Court documents, and may occasionally receive and docket other documents filed with the Registrar of Conveyances.

Examples of Duties:

Accepts and stamps papers and documents at the counter for recordation under the Hawaiian land systems; classifies documents to assign, collect, and receipt for fees thereto; checks and compares documents as to form, references,

encumbrances and acknowledgements; checks acknowledgements of signatures in instruments; checks descriptions of land conveyed for conformance with registration rules; checks deed for full names, marital status, address of grantors and grantees, granting clause for words to pass conveyance, Hubendum clause against granting clause for conformance, and for encumbrances such as easements, mortgages, grants, and condemnation suits; checks description of land and extracts information from documents for ledgers; checks involuntary instruments such as tax liens, attachments, mechanic liens, and lis pendens for proper identification of interested parties; checks lots against file plan; gives general information to the public; posts fee into ledgers; makes monthly schedule of collections and deposits of daily receipts and deposits; keeps daily totals of value of land transfers; assists in the maintenance of divisional account records and other fiscal records as required; may supervise others in the time stamping and docketing of instruments; may supervise others in routine bookkeeping duties.

Minimum Qualification Requirements:

Experience and Training: (1) Four years of progressively responsible office experience, three of which must have included checking and reviewing legal documents pertaining to land transactions, and graduation from high school; or (2) any equivalent combination of experience and training.

Knowledge of: All legal forms and documents used in the Hawaiian land systems, State laws, rules, and regulations pertaining to the registration of property; forms of conveyances; elementary bookkeeping practices; standard office practices and procedures.

Ability to: Understand and interpret laws, rules and regulations; extract essential information from written materials; deal courteously with people; maintain accurate fiscal accounts; make rapid and accurate arithmetic calculations; operate calculating and adding machines; prepare financial reports; organize and complete assigned tasks; establish effective working relationships with others.

This is an amendment to the specification for the class LAND DOCUMENT RECEIVING CLERK which was approved on August 31, 1956.

DATE APPROVED: 2/28/63 Edna Tavares Taufaasau

(Mrs.) EDNA TAVARES TAUFAASAU
Director of Personnel Services