

Assistant Registrar of Deeds

Department:	Judicial Greffe	
Section:	Public Registry	
Reports to:	Registrar of Deeds	
JE Reference:	SG1014	
Grade:	CS09	JE Date: 31/03/2022

Job purpose

Provide a professional service to the Department regarding all matters relating to the Public Registry, in order to deliver an efficient and cost-effective service to users, acting as Deputy Registrar in the Registrar's absence.

Provide a service for the registration of Land Deeds, Judicial Hypothecs (registered charges against immovable estate), Wills of Immovable Estate, Powers of Attorney and various other Acts of the Royal Court. All such documents are entered onto the electronic registry system, PRIDE (Public Registry Index and Document Enrolment), for the purposes of evidencing title to real property, securing of charges over real property and "caveats" or injunctions against the sale or disposal of the same, as required by statute and customary law.

Job specific outcomes

Deputise for the Registrar of Deeds during periods of absence and act as line manager to, and manage the work of, the Registry Proceedings Officer and the Registry Officer, including management of workload, performance, training and professional development.

Interpret land deeds used for conveyancing, extract the relevant information and input this data onto the electronic registry system, PRIDE.

Verify that the correct stamp duty has been paid on land deeds in accordance with the Stamp Duties and Fees (Jersey) Law 1998 and Regulations. Deal with any contentious matters, referring them to the Registrar of Deeds as required.

Receive Judicial Hypothecs for registration, ensuring that they are in conformity with the relevant law. Meet with lawyers and bank managers for the purposes of cancelling Judicial Hypothecs as required.

Examine and accept Powers of Attorney for registration, where these are required for use in land transactions. Examine and accept Wills of Immovable Estate for registration, verifying that the correct stamp duty has been paid.

Attend Court and sit as Greffier (clerk) for the passing of property transactions, advising and assisting the Court as and when required.

Keep a record of stamp duty received to a standard satisfactory for the Department and for the Treasurer of the States to check and audit, recognising that stamp duty is the fourth largest source of revenue for the States of Jersey. Provide reports to the Judicial Greffier and the Treasury on stamp duty received, including forecasts.

With the Registrar of Deeds, maintain, develop and enhance the PRIDE system, in order to provide Public Registry users and private legal offices with a reliable, accurate and resilient system which meets the expectations of users. Collate feedback on the system received from the Public Registry User Group.

Deal with enquiries arising locally and off-Island from members of the legal profession and the public in relation to Public Registry matters, referring contentious issues to the Registrar of Deeds if necessary. Assist the general public in undertaking searches of the Public Registry.

Cover the duties of the Registry Proceedings officer and Registry Officer in their absence, perform such other judicial or administrative functions as directed by the Judicial Greffier, and attend sittings of any Court as and when required, in order to record Acts/decisions and generally to carry out all the duties of clerk of the Court.

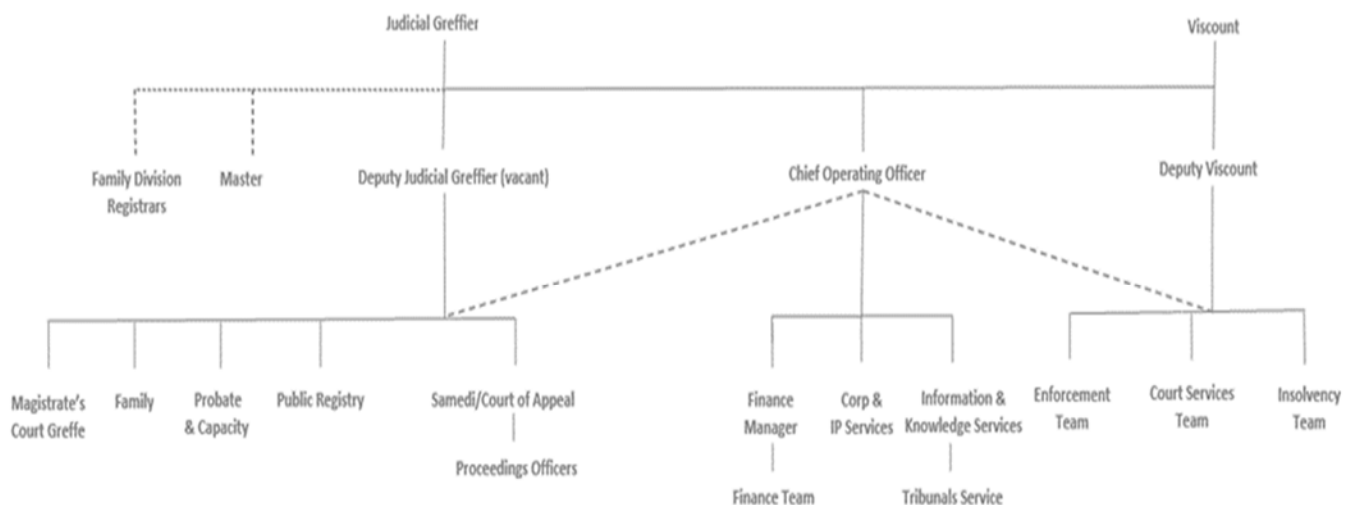
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

The duties and responsibilities of this role mirror those of the Registrar of Deeds to a large degree. Particularly, in the Registrar's absence, it is essential that the Assistant can act up, making decisions and as far as possible taking responsibility at the higher level to maintain the effective performance of the Public Registry and delivery of services to its users.

Court Service Functional Organisation



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to A level standard and/or hold a formal professional qualification.	Educated to degree level (or equivalent).
Knowledge	<p>Legal understanding and technical knowledge in the field of conveyancing.</p> <p>Understanding of the Jersey Court system and legislation relevant to activities undertaken within the Public Registry.</p> <p>Knowledge of IT systems and solutions, including databases and emerging technologies.</p>	<p>Have 5 years' experience as a conveyancing clerk.</p> <p>Knowledge gained through practical experience of the Jersey Court system.</p>
Technical / Work-based Skills	<p>High level of administration skills with at least 5 years' middle management experience.</p> <p>Ability to work unsupervised, plan, prioritise and organise daily workload of the Department.</p> <p>Ability to analyse and interpret the contents of land deeds and related documents.</p> <p>Ability to communicate effectively at all levels and converse with and advise members of the legal profession and the public.</p> <p>Be able to identify areas for improvement, assist with implementing change and as far as possible anticipate and prepare for anything that may influence the Public Registry and its future operation.</p>	A good knowledge of French including specialised technical words used in Jersey legal documents.
General Skills/Attributes	<p>Mature outlook with a professional yet sympathetic attitude when dealing with members of the public.</p> <p>Excellent interpersonal and communication skills both oral and written.</p> <p>Ability to work well in a small team.</p> <p>Ability to maintain the highest level of confidentiality, discretion and integrity at all times.</p>	

	<p>Ability to work under pressure as documents need to be processed within tight timeframes.</p> <p>Excellent IT skills (ECDL or equivalent).</p>	
Experience	At least 5 years' experience in a middle management role, ideally within a legal environment.	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities, attributes and behaviour indicators.

Organisation chart

