

## POSITION DESCRIPTION – Deeds Administrator

### SECTION A:

<b>Employer:</b>	Saunders Robinson Brown (SRB)
<b>Position Title:</b>	Deeds Administrator
<b>Reporting To:</b>	People & Culture Advisor
<b>Location:</b>	Christchurch Rangiora
<b>Functional Relationships:</b>	<b>Internal</b> Professional Staff Support Staff  <b>External</b> Clients

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### SECTION B:

<b>Position Objective:</b>	The Deeds Administrator would provide a professional first point of contact for Deeds administration for internal and external clients. The role would be responsible for the effective and efficient administration of all Deeds for the firm. The role will also be responsible for maintaining the firm's library.
<b>Background:</b>	From offices in Christchurch and Rangiora, the experienced team at Saunders Robinson Brown (SRB) provides professional legal advice on commercial and company law, property law, trusts and estates, civil litigation and dispute resolution, family law and employment law. In addition to these core practice areas, SRB also provide specialist advice in insurance law, sports law and rural law. SRB prides itself on their approachable, client-centred culture, and commitment to ensuring an integrated and relationship focused approach throughout the firm.
<b>Staff Numbers:</b>	Partners – 17  Staff – 80 including Partners

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## SECTION C: KEY TASKS AND SPECIFIC ACCOUNTABILITIES

### 1. Deeds Administration

*Administration of all Deeds related tasks.*

**Key Responsibilities:**

- Attending to processing of all new Deeds in the firm
- Assisting staff and clients to access Deeds
- Coding and classifying Deeds as required
- Updating and maintaining the electronic database of Deeds
- Physical filing of Deeds
- Archiving of inactive Family Trust Deed folders
- Assisting with any review of the Deeds process
- Developing and maintaining Deeds systems and procedures
- Assisting with developing processes and work practices for paper-less working
- Processing the Deeds of new clients and attending to confirmation of receipt of Deeds
- Processing an uplift of Deeds of a leaving client and attending to confirmation of receipt of Deeds

### 2. Library Administration

*Administration of all Library related tasks.*

**Key Responsibilities:**

- Ordering new resources for the firm upon request and approval
- Assisting staff to access library resources
- Updating and maintaining the electronic and physical library
- Assist with any review of the Library process
- Developing and maintaining Library systems and procedures

### **3. Professional Development**

*Ensure your on-going professional development in agreement with the General Manager.*

#### **Key Responsibilities:**

- Attend relevant and value adding professional courses and programmes to keep up to date with Deeds administration best practice.

### **4. Other Tasks**

*Carry out other tasks and duties as and when required.*

#### **Key Responsibilities:**

- Duties are carried out in a timely and accurate manner, and in accordance with SRB's policies and procedures.
- Undertake all other duties that are reasonably requested from time to time.

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## SECTION D

### Qualifications (preferable but not essential)

- Working towards a tertiary qualification with the interest of upskilling.

### Experience

- Previous experience in an archives or records administration capacity, preferably in a legal services environment or similar.
- Knowledge of legal deeds terminology and understanding of requirements of legal Deeds.
- Previous experience working with practice management databases is preferable.

### Skills and Knowledge

- Be efficient, well organised and manage time effectively to help with the workflow in the team
- Be an active contributor to the team, support team members and colleagues who need help and build positive working relationships
- Deliver an excellent client experience
- Strong interpersonal and communication skills, both written and verbal
- The ability to interact positively with staff and clients
- Good Microsoft 365 skills
- Ability to work autonomously and collaboratively
- Attention to detail
- A willingness to keep up to date with information technology
- Good problem solving ability
- Accurate and logical

### Personal Attributes

- Action orientated
- Determination and commitment
- Methodical, practical and conscientious