

COUNTY OF LEELANAU  
JOB DESCRIPTION

**CHIEF DEPUTY REGISTER OF DEEDS**

Supervised by: Register of Deeds  
Supervises: All other employees of the Register of Deeds Office as second-in-command  
FLSA: Non-Exempt

**General Summary:**

Under the supervision of the Register of Deeds, assists that official performing the statutory duties of the office: recording all property transfers, mortgages, discharges, and assignments, certificates of surveys, tax liens and their discharges, rights-of-way easements and numerous other documents pertaining to real estate in Leelanau County. Provides assistance to the general public, banks, title companies and attorneys with related real estate questions, searches and other requests for information. May be assigned to serve in the absence of the Register of Deeds on departmental matters, following well-defined policies and procedures.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

**Essential Duties and Responsibilities** *(may include but are not limited to the following)*

- Receives documents such as deeds, mortgages, land contracts, leases, and security agreements and other documents that convey or encumber title to real estate or personal property.
- Examines documents for conformance to legal requirements and authenticity as set by the State of Michigan statutes. Places proper timing information, numbering sequences, and official signature and seal on each document as required.
- May serve as lead worker, assigning and reviewing the work of the Deputies within the department.
- Trains new and existing employees as needed. Keeps Deputies informed of new laws or changes in policies and procedures.
- Supervises, reviews and verifies work done by other Deputies for accuracy and compliance with policies, procedures and statutes.
- Enters all information required into the computer with complete accuracy on a daily basis for later retrieval.
- Performs the more difficult legal, real estate and genealogical searches to assist the public at the counter, by mail, by email or over the phone with questions pertaining to real estate property descriptions, easements, genealogical searches and many other related recorded documents.

- Assists customers by making copies of records, faxing and emailing information and conducting various real estate and genealogical searches upon requests.
- Operates a variety of office equipment such as computers, printers, fax machine, microfilm reader, scanner, copier and postage meter. Performs cleaning and minor maintenance as required.
- Perform various clerical functions such as typing forms, index cards, correspondence, envelopes and statements and compiles information for various reports. Processes statements and mails or emails monthly reports and statements for payment due.
- Applies knowledge of real estate descriptions when searching, reviewing property descriptions on tax maps and when checking deeds and documents.
- Collects fees, makes changes and issues receipt for appropriate fee on each document received, copies made or on-line services. Maintains the required accounting records and prepares periodic reports to go to the County Treasurer.
- Copy images and reports to cd's and mail for microfilming and offsite storage.
- Posting and verifying images and updating website.
- Functions as a passport accepting agent. Verifies information on applications, checks supporting documents for compliance with guidelines, administers oaths, collects fees, issues transmittals and sends to federal agencies.
- Performs the duties of the Register of Deeds and other personnel as workload, temporary absences, or emergencies dictate.
- Performs various other duties or projects as assigned.

### **Employment Qualifications** (*minimum requirements*)

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualification necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Possession of a high school diploma or the equivalent supplemented by vocational or specialized training in the interpretation of property descriptions.
- A minimum of four years of clerical experience which involved extensive record keeping and office procedure activities and/or employment in a Register of Deeds office.
- A six-month orientation period.

## **Knowledge, Skills, Abilities, Competencies** *(minimum requirements)*

- Proficiency in English grammar, spelling, punctuation and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, etc.
- Extensive knowledge of property descriptions.
- Thorough knowledge or recording requirements, statutes, restrictions and exemptions with regard to property and titles.
- Notary Public Certification.
- Thorough knowledge of County Services, organizational structure and general operations to effectively direct and assist the public.
- Skill in accurately compiling and evaluating data and information and preparing complete records and reports.
- Ability to maintain complete records and follow document retention systems.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to work with effectively and efficiently with other staff members, keeping open a professional line of communication.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, title companies, county officials or other agencies and employees is expected.
- Ability to maintain attention to detail, establish priorities and work independently.
- Ability to assess situations, problem solve and work effectively under stress, with priorities constantly changing.
- Ability to apply and follow directions, rules, regulations and correct administrative practices, procedures and county policies.
- Ability to effectively communicate, comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to critically assess situations, problem-solve, work effectively under stress, within deadlines and changes in work priorities.
- Ability to oversee accurate and complete records and maintain the confidentiality of information.
- Ability to coordinate, lead and direct the work of others.
- Ability to instruct and supervise employees.
- Ability to function as Register of Deeds in the incumbent's absence.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job.

While performing the duties of this job, the employee is regularly required to communicate with others in person, email or on the phone. The employee must write and read written and computerized documents, handle money and file documents as needed. The employee must be able to lift and/or move objects of medium weight, 30 pounds average. The employee is required to sit or stand for long periods with entering or reviewing information in the computer and microfilm. While performing the duties of this job, the employee regularly works in a business office. The noise level in the work environment is usually quiet to moderate but can get loud.

The work environment is a professional government office and the employee shall dress accordingly.