

COUNTY OF LEELANAU
JOB DESCRIPTION

DEPUTY REGISTER OF DEEDS

Supervised by: Register of Deeds and the Chief Deputy Register
FLSA: Non-Exempt

General Summary:

Under the supervision of the Register of Deeds and the Chief Deputy Register. Assists those officials performing the statutory duties of the office. Assists in recording property transfers, mortgages, liens, surveys, mortgage discharges, easements, plats, etc. Receives, examines, indexes and files records and documents pertaining to ownership and location of real estate in Leelanau County. Assists the general public and businesses with a variety of requests and inquiries. May represent the Register of Deeds Office, temporarily, on matters of defined policy and procedure, as assigned.

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)*

- Assists in receiving documents such as deeds, mortgages, land contracts, leases, security agreements and other documents that convey or encumber title to real estate or personal property.
- Assists in examining documents for conformance to legal requirements and authenticity as set by the State of Michigan statutes. Places proper time information, numbering sequences, and official signature and seal on each document as required.
- Assists in collecting fees, make change and issue receipts for appropriate fee on each document received, copies made, on-line services, etc. Maintains the required accounting records and prepares periodic reports to go to the County Treasurer.
- Prepares copies of the various recorded documents for the general public, title companies, Equalization Department, Township Assessors and other requesting departments. Notifies requesting county departments or recorded documents of interest.
- Applies knowledge of real estate property descriptions when searching, reviewing property descriptions on tax maps and when checking deeds and documents.
- Enters all information required into the computer with complete accuracy on a daily basis for later retrieval.
- Provides customer assistance 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. Makes copies of records, faxing and emailing information upon request.

- Scan documents and verify the images.
- Redacting confidential numbers and the ability to identify them on various recorded documents.
- Performs various clerical functions such as filing, typing forms, index cards, correspondence, envelopes and statements and compiles information for various reports.
- 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.
- Functions as a passport accepting agent. Verifies information on applications, check supporting documents for compliance with guidelines, administers oaths, collects fees, issues transmittals and sends to federal agencies.
- Assist with training new employees and can help review and verify work done by other deputies.
- Performs the duties of other personnel as workloads, absences and emergencies dictate.
- Performs various other duties or projects as assigned.

Employment Qualifications (*minimum requirements*)

- Possession of a high school diploma or its equivalent, with courses taken in typing, computer operation/word processing, account keeping and office procedures.
- A minimum of two years of clerical experience which involved record keeping and office procedure activities, preferably in a real estate setting.
- 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.
- Knowledge of property descriptions.
- Thorough knowledge or recording requirements and statutes.
- 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 document retention systems.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to work effectively and efficiently with other staff members, keeping a professional line of communication open.

- Ability to establish effective working relationships, use good judgement, initiative and resourcefulness when dealing with the public, title companies, county officials or other agencies.
- Ability to maintain attention to detail, establish priorities and work independently.
- Ability to complete mathematical computations quickly and accurately.
- Skill in operating standard office equipment, including a computer, and various office, financial, tax and recording software programs.
- Ability to assess situations, problem solve and work effectively under stress, with priorities constantly changing.
- Ability to apply and follow rules, regulations and correct administrative practices, procedures and county policies.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to maintain the confidentiality of information.

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, by 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 on 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.