

CHIPPEWA COUNTY, MICHIGAN  
POSITION DESCRIPTION

POSITION TITLE: DEPUTY REGISTER OF DEEDS

Department: Register of Deeds Office

Pay Grade: 7

Reports To: Register of Deeds

**Purpose of Position**

At the discretion of the elected Chippewa County Register of Deeds, the Deputy is responsible for performing any and all duties required of the Register of Deeds, as set forth by the Constitution of the State of Michigan, and is subject to the same qualifications, statutes, requirements, penalties and obligations applicable therein.

**Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

Participates in the processing and filing of legal documents such as deeds, mortgages, land contracts, leases, discharges, security agreements, etc., that convey or encumber title to real estate of personal property.

Receives, receipts, examines, indexes/cross indexes, scans, and files records and documents pertaining to ownership and location of real estate and personal property in Chippewa County; collects and issues receipts for appropriate fees for documents received or services rendered.

Examines documents for conformance to legal requirements and statutes; places proper timing information, numbering sequences, and official seal on each document; scans and disperses documents to appropriate personnel.

Performs and demonstrates legal and real estate searches to assist the public; supplies information and copies of records upon request.

Assists attorneys, title insurance personnel, bankers/lenders, and the general public with questions and procedures.

Conducts searches of records; certifies searches and copies.

Performs general office tasks including reviewing of documents, receipting, answering telephones, processing mail, stamping, and data entry.

Fills in and assumes responsibilities of the Chief Deputy and Register when they are not available.

Maintains files and filing systems including computer back up.

Performs other related essential duties as required.

### **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

High school diploma or GED; supplemented by up to one-year relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Special Requirements**

No special licensure or certification is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

Ability to operate a variety of automated office machines including typewriter, calculator, copier, scanner, camera, telephone system, fax machine, microfilm equipment, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, lifting, carrying, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

#### **Mathematical Ability**

Ability to add, subtract, multiply, divide, calculate decimals and percentages, use/utilize techniques and principles of basic geometry.

#### **Language Ability and Interpersonal Communication**

Ability to comprehend and correctly use a variety of informational documents including discharges, deeds, judgments, liens, claims, land contracts, mortgages, notices, orders, plats, surveys, easements, UCC filings, and numerous other documents, reports, and records.

Ability to comprehend a variety of reference books and manuals including Register of Deeds manual, Michigan Compiled Laws, computer manuals/handbooks, plat books/maps, and others.

Ability to prepare billing invoices, certifications, searches, rejection notices, memorandum, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Chippewa County, Michigan

Position Description - Deputy Register of Deeds

Position Code - 2503

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments in the absence of management, use common sense, and utilize the principles of influence and rational systems in the performance of tasks.

Ability to learn and understand legal/real estate language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner.

Ability to supervise, counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with immediate supervisor, office personnel, attorneys and their staff, bank personnel, abstractors, other County personnel, surveyors, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using a well-modulated voice.

### **Environmental Adaptability**

Ability to work effectively in an office environment.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Email resumes to [cbauers@chippewacountymi.gov](mailto:cbauers@chippewacountymi.gov)

***Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.***

## UNION VACANCY

**CLASSIFICATION:**            **Deputy Register of Deeds**

**GENERAL SUMMARY:**    At the discretion of the elected Chippewa County Register of Deeds, the Deputy is responsible for performing any and all duties required of the Register of Deeds, as set forth by the Constitution of the State of Michigan, and is subject to the same qualifications, statutes, requirements, penalties and obligations applicable therein.

**TYPICAL DUTIES:**            See attached job description

**MINIMUM QUALIFICATIONS:**    See attached job description

**PAY GRADE:**                    Grade 7.

- Starts at \$17.83/hr.;
- 90 days \$17.97/hr.;
- 1 year \$18.37/hr.;
- 2 years \$19.46/hr.;
- 3 years \$20.00/hr.;
- 4 years \$20.54hr.;
- 5 year \$21.10/hr.

(Policy #211 will be followed)