

DEPUTY REGISTER OF DEEDS

GENERAL STATEMENT OF DUTIES: Responsible for the supervision of assigned clerical staff in the Register of Deed's Office including the ability to perform the functions of the department; works for the Register of Deeds under the supervision of the Chief Deputy Register of Deeds; performs related duties as required.

STATEMENT OF TASKS:

Supervises clerical staff as required in the scanning operation/microfilm activities;
Maintains various documents in accordance with established guidelines;
Assists in the preparation of budgets;
Assists in the planning, implementation and evaluation of office policies and procedures;
Interprets impact of laws, statutes, rules and regulations on the office functions of the Register of Deeds;
Meets and maintains all standards and requirements per Michigan public acts;
Must be able to keep and maintain confidential personnel and other office related issues and maintain the trust of the Register of Deeds;
Must be able to establish and maintain relationships with outside vendors and software providers;
Basic understanding and ability to perform administrative secretary duties if needed;
Must be up to date on the latest changes to the document management system.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of various real estate documents;
Thorough knowledge of the operation of a modern Register of Deeds Office;
Knowledge of a modern document management system which includes instrument number assignment, access codes, bar codes and related fees;
Thorough knowledge of scanning, microfilm and document management operations;
Knowledge of pertinent state and county rules and regulations which affect the operation of the Register of Deeds Office;
Ability to type 40 net words per minute;
Ability to interpret applicable statutes, laws and regulations;
Ability to plan, organize and coordinate the work of others;
Ability to communicate effectively both verbally and in writing;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

Four (4) years of clerical experience in a Register of Deed's Office and the ability to type 40 net words per minute.

-OR-

Two (2) years of college coursework (60 semester hours) with at least two (2) years of experience in an entry level position working with real estate documents in a Register of Deeds Office and the ability to type 40 net words per minute.

-OR-

Four (4) years of experience in an entry level position working with real estate documents in a Register of Deeds Office and the ability to type 40 net words per minute.

Established: December 17, 1985

Revised: August 14, 2007


Human Resources Director