

Position Available
Job Title: Deputy Register of Deeds
Hourly Salary Range: \$16.47 – \$19.49

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.

Benefits Include: Hybrid Pension – 1% Employee Contribution
Health, Dental & Vision Insurance – 20% Employee Contribution
Paid Vacation & sick Leave, 13 ½ Paid Holidays a Year
Life Insurance
Long-Term and Short-Term Disability Insurance
TPOAM Union
Longevity

Requirements:

- Ability to communicate effectively with immediate supervisor, office personnel, attorneys and their staff, bank personnel, abstractors, surveyors, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence.
- Ability to accurately record and deliver information, meet deadlines, and maintain the confidentiality of restricted information.

Typical Duties:

- 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.
- Answers telephone calls and provides information on documents that have been recorded, fee schedules, and other information related to recording property. Conducts file and computer searches, makes record copies, and sends information.
- Researches information on property, checks on the status of deeds, determines grantor-grantee, mortgagor-mortgagee, survey, and other information.
- Assist attorneys, title insurance personnel, bankers/lenders, and the general public with questions and procedures.
- Processes passport applications which include evaluating identity documents, governmental certificates, photographs, and completed applications. Follows protocol for transmitting completed applications and supportive documents to the US Department of State. Ensures the correct fees are collected and sent with the application.
- Perform other duties as required and assigned.

Resumes can be submitted by clicking [here](#) or by mail to Gigi Ferro, Register of Deeds, 319 Court Street, Sault Ste. Marie, MI 49783.

The position will remain open until filled.

Chippewa County is an Equal Employment Opportunity Employer