

**Alcona County**  
**Register of Deeds Clerk**  
**Position Description**

**Position Title:** Register of Deeds Clerk

**Basic Position Function and Purpose:** Records and indexes legal instruments affecting land titles and transfers.

**Reporting Relationships:** Reports to Register of Deeds

**Supervisory Relationships:** None

**Essential Functions of the Position:**

Upholds the duties of the office of Register of Deeds.

Informs, explains, and educates customers as to standard procedures, service function and proper recordation requirements for all recordable documentation.

Instructs customers on tract index uses, supplies land identification to other governmental units in the County and confers daily with financial lending institutions, title companies, attorneys, and real estate companies.

Enters and indexes legal documents, conveyances, encumbrances, assignments, discharges, leases, contracts, plats, liens, and court orders on real and personal property in Alcona County, pursuant to Michigan statute.

Ensures all documents are accounted for in chronological order, prepared, sealed, and returned to their respective destinations.

Ensure all documents have been verified for errors, omissions, and visual clarity, make or direct revisions as needed.

Ascertain recordability of all documents received. Exhausts all attempts to contact individuals and resolve recording requirement issues. Execute the task of the rejection process if a resolution cannot be determined.

Conducts research of office records to answer inquiries from the public. Provides services to the public by phone, email, or in person.

Collect fees, writes receipts, posts documents; receives, opens, and distributes mail; processes materials submitted.

Uses various office equipment such as computer, copy machine, microfilm viewer, camera, and scanner.

Basic knowledge of Microsoft Office.

Balance and provide report of accounts along with credit card transactions, EFT/ACH deposits to Register of Deeds. Deposits revenue with the Treasurer's office.

Process passport applications and photos; answer inquiries regarding passports to the public. Complete passport acceptance agent training annually.

Participates in training and development opportunities.

Represents Register of Deeds in the absence of the Register of Deeds and his/her Deputy Register of Deeds.

Upholds the integrity of the office of Register of Deeds and the information recorded therein.

Prints report of conveyance documents to be distributed to township assessors.

Prints, files, and logs documents to appropriate township assessors for distribution.

Indexes back scanned documents to searchable standards in the office.

**Typical physical demands:**

Office environment requires sitting for extended periods of time. Use of telephone and manual dexterity required for use of computer keyboard, calculator, copy machine and other office equipment. Various documents and equipment can require carrying up to 50 pounds, occasionally during the day.

**Typical Working Conditions:**

Normal office environment. Frequent contact with the public, staff of various departments within the County, with other governmental entities, property and real estate professionals, State of Michigan, and federal officials.

**Required Knowledge/Skills:**

High School Diploma. One year experience performing clerical/office work. Basic computer knowledge and experience with Microsoft Office. Accuracy and attention to details is imperative. Exceptional customer service skills; enabling effective working relationships and communication with staff, co-workers, elected officials, property professionals and especially with the public.