

**INGHAM COUNTY
CHIEF DEPUTY REGISTER OF DEEDS**

General Summary:

This statutory position provides administrative assistance to the Register of Deeds supervising the daily operation of the office. Uses own initiative and judgment in relieving superior of clerical office details. Through experience based knowledge and understanding of the laws pertaining to, and the regulations concerning the work, provides technical assistance to all office personnel.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Supervises the general operation of the department interpreting and implementing policies set forth by the Register of Deeds. Makes authoritative recommendations concerning hiring, firing, promotion, and disciplining of departmental employees.
2. Provides assistance to office personnel in the resolution of difficult problems and instructs new employees on office procedure.
3. Acts as resource person handling public inquiries of an unusual and/or complex nature dealing with departmental activities.
4. Daily checks incoming real estate property documents such as deeds, mortgages, liens, and the like; ensures that all legal requirements for recording have been met and that proper fees are included. Returns all instruments needing correction.
5. Enters money received in computer and obtains receipt. In cases of overpayment issues, sends check for proper amount.
6. Maintains daily balance sheet of all transactions and weekly reports balance and transfers funds to the County Treasurer.
7. Daily deposits receipts in the proper accounts and maintains related records.
8. Processes Sheriff's deeds redemptions according to laws; includes computing redemptions, preparing proper legal documents and composing necessary notices to interested parties.
9. Attends the County Plat Board meetings and assists in the maintenance of necessary records of plat pending or recorded.
10. Maintains the transfer tax reports as generated by computer and is responsible for maintaining integrity.
11. Replenishes inventory of departmental supplies issuing necessary requisitions and maintains supply account records.
12. Compiles information needed for weekly, monthly, semi-annually, and yearly accounting reports on departmental activities and submits to Controller on a monthly basis and to the Board of Commissioners annually.
13. Makes monthly reports to Michigan's Department of Treasury on the Michigan Real Estate Transfer Tax collected each previous month.

Chief Deputy Register of Deeds
Page 2

14. May give public presentations on the history of the Register of Deeds and the laws that require recordation of legal documents.
15. May examine microfilm security film annually for signs of deterioration.
16. Manages annual revenues of the office of the Register of Deeds.
17. Makes recommendations for computer equipment and reviews prospective bids for proper fitness of purpose.
18. Makes quarterly State Survey Remonumentation Project reports and remits payments to Michigan's Department of Treasury.
19. Act for the Register of Deeds in her absence.
20. Perform related duties as required.

Other Functions:

21. None listed.

Employment Qualifications:

Education: Bachelor's degree.

Experience: Two years of related experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Working Conditions:

Works in office conditions.

October, 1999