

**INGHAM COUNTY  
JOB DESCRIPTION**

**DOCUMENTS PROCESSOR - REGISTER OF DEEDS**

**General Summary**

Under the supervision of the Register of Deeds, receives, examines, indexes, and records documents and records pertaining to the ownership and location of real estate in the county. Examines and records Uniform Commercial Code filings. Enters data on recorded documents to the computer. Assists people at the counter and provides telephone assistance to callers. Conducts file searches regarding property.

**Essential Functions**

1. Receives documents by mail such as deeds, mortgages, land contracts, leases and security agreements that convey or encumber title to real estate. Notifies customer of changes that need to be made before documents can be recorded either in person or using return sheets for documents received by mail.
2. Records documents including placing liber and page, time and date stamp, and collects fees. Collects state and county transfer tax according to schedule based on consideration on deeds. Balances cash drawer at the close of each business day.
3. Operates a computer to input data such as grantor-grantee, legal description, cross reference liber and page, concerning recorded documents and to retrieve information for customer or office use. Verifies all information entered and balances dollar amount received and document count with revenue report. Runs reports for customers pertaining to information indexed.
4. Prepares land corners, surveys, plats, and condominiums for scanning by ensuring they are in the proper order and removing staples and paper clips. Operates scanner to copy documents onto optical platters and cuts CD's to have filmed images produced. Distributes film to various companies. Keeps records and prepares bills for film.
5. 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 for callers. Prepares billings on written searches.
6. Researches information on property, checks on the status of recorded documents, determines grantor-grantee, mortgagor-mortgagee, survey, and other information, and answers questions related to departmental operations. Conducts searches by legal description as necessary.
7. Accepts Uniform Commercial Code filings and reviews them for recording requirements such as name of debtor, address, signatures, and collateral. Enters

information into the computer following format display on screen. Records time, date, file number, and enters a brief description of the filing. Accepts and records state and federal tax liens. Prepares billings on written searches.

8. Researches Uniform Commercial Code filings and tax lien records and prepares reports as requested by customers.
9. Mails recorded documents to owners, mortgage companies, and other recording parties following verification of data and scanning documents into the data base. Enters return date to computer.

### **Other Functions**

10. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **Employment Qualifications**

**Education:** High school graduation or the equivalent.

**Experience:** Six months of clerical experience, preferably in a bank, title company, realtor or similar setting which provided some knowledge of real estate documents.

**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]:*

Lifting index and record books weighing up to 25 pounds from shelves to work areas.

Bending and stooping to access departmental files and records and operate equipment.

Ability to enter and retrieve information from a computer.

Periods of prolonged sitting to enter data to computer.

**Working Conditions:** Works in office conditions.