

**INGHAM COUNTY  
JOB DESCRIPTION**

**COMMUNITY OUTREACH COORDINATOR—REGISTER OF DEEDS**

**General Summary:**

Under the supervision of the Register of Deeds, creates and oversees community outreach with regard to the services provided by the Register of Deeds office. Responsible for planning, developing and implementing public awareness campaigns regarding.

**Essential Functions:**

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

1. Creates community outreach programs to educate the public on services associated with the Register of Deeds office.
2. Designs and facilitates presentations, classes, workshops and seminars. Creates supporting handouts, brochures, and information packets
3. Represents the office in a variety of public settings in an effort to increase awareness. Examples include, but are not limited to, senior centers, churches, schools, governmental board meetings and community based organizations.
4. Organizes, coordinates and monitors community involvement in programs. Solicits community viewpoints on how the Register of Deeds office can best serve the public. Works with community leaders to engage target populations.
5. Educate citizens on the types of documents filed with the Register of Deeds Process.
6. Monitors office work-flow and programs to ensure their effectiveness. Creates reports and prepares analysis used to evaluate services.
7. Help create a monitoring system for citizens to track information filed with the Register of Deeds office about property they own.

**Other Functions:**

Performs other work duties as assigned.

**Employment Qualifications:**

**Education:** A Bachelor's degree in Business or Public Administration is required.

**Experience:** A minimum of 5 years experience working with constituents and community organizations.

**Other Requirements:** None

*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:*

1. Sitting, walking, standing, bending over, lifting/holding/carrying objects found in an office environment.
2. Ability to communicate and respond to co-worker and customer inquiries both in person and over the telephone.
3. Ability to operate a PC/laptop and to enter & retrieve information from a computer.
4. Ability to handle varying and often high levels of stress.

**Working Conditions:** Most work is conducted in an office setting. Presentations and meetings do require travel to other locations. Some evening hours are required.

***February 2009  
MCF Position***

Sunset Date: 01.31.2013  
County Services Committee Agenda Item 2. at the 03.17.09 Meeting