

**INGHAM COUNTY  
JOB DESCRIPTION**

**DOCUMENT COORDINATOR - 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. Enters data to record documents on the computer. Assists people at the counter and provides telephone assistance to callers. Conducts file searches regarding property. Reviews deed packages (deeds, mortgages, assignments, and other documents) to ensure they are recordable and sequenced properly. Responds to the more complex questions either in person or by telephone concerning the functions, policies, and requirements of the office. Assists in the training of other office personnel.

**Essential Functions :**

1. Receives documents by mail or in person such as deeds, mortgages, land contracts, leases and security agreements that convey or encumber title to real estate.
2. Reviews deed packages from title/abstract companies (deeds, mortgages, assignments, and other documents) to ensure they are recordable and sequenced properly.
3. 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.
4. Receipts 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 the document. Balances cash drawer at the close of each business day.
5. Operates a computer to input data concerning recorded documents and to retrieve information for customer or office use.
6. 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. Responds to the more difficult and complex inquiries,
7. Researches information on property, checks on the status of deeds, determines grantor-grantee, mortgagor-mortgagee, survey, and other information, and answers questions related to departmental operations. Conducts searches by name and legal description as necessary.

8. Assists in the training of other office personnel.

**Other Functions :**

9. 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:** One year of clerical experience, preferably in a bank, title company, realtor or similar setting which provided familiarity with real estate documents and recording statutes for Michigan.

**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.