

**INGHAM COUNTY  
JOB DESCRIPTION**

**SYSTEM ADMINISTRATOR/INDEX CLERK-REGISTER OF DEEDS**

**General Summary:**

Under the supervision of the Register of Deeds, maintains and oversees the automated document management system which is used to scan, record, index, and view recorded documents. Resolves all operational problems either directly or with outside technical support and logs service and support calls to the system developer. Produces various computer generated reports for departmental or customer use. Performs all of the duties of a Document Processor as backup to other office personnel.

**Essential Functions:**

1. Creates the index for all recorded documents by inputting information into a computer including grantee-grantor, mortgagee-mortgagor, legal descriptions, consideration and miscellaneous amounts, cross references, and delivery information.
2. Verifies all indexed work, balances dollar amounts and document count with daily revenue reports. Prints revenue reports, document statistics, and mailing labels.
3. Maintains indexes, making corrections when errors are found and notifying title companies of the correction.
4. Completes setup functions for all document types, fee computation, name codes, indexing rolls, and user access.
5. Maintains and oversees the networking, automated document management system which is used to scan, record, index, and view recorded documents. Resolves operational problems either directly or with outside technical support and logs service and support calls to the system developer. Cleans and maintains all system related equipment.
6. Sets up accounts for modem customers and assigns passwords. Collects modem registration fees, tracks modem usage, and issues invoices for modem use each month. Collects payments for modem usage, enters to the proper accounts, and issues receipts.
7. Assists staff resolve problems with recording documents, modifying or voiding documents, and balancing cash drawers.
8. Produces computer generated reports for departmental or customer use such as daily entry sheets and sheriff deed report. Down loads raw data from the data base to a diskette for customers.

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9. Sets up and labels primary and mirror optical platters for storage of all scanned images and monitors daily for their status, marking either “active”, “full”, “empty”, or “initialized”.
10. Receives documents by mail such as deeds, mortgages, land contracts, leases and security agreements that convey or encumber title to real estate or personal property.
11. 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.
12. 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.
13. 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.
14. Ships and keeps an inventory of all records, microfilm, database backup tapes, CD's, fiche indexes, and miscellaneous records kept in off-site storage.
15. 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.
16. 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 legal description as necessary.
17. 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.
18. Researches Uniform Commercial Code filings and tax lien records and prepares reports as requested by customers.
19. Assists with Sheriff deed mortgage redemption, by calculating the redemption account, preparing payoff statements for attorneys, and receives money for payoffs. Obtains cashier check and mail to proper institution.

20. 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.
21. In the absence of the Chief Deputy, balances out the daily revenue, and prepares reports, prepares bank deposits, overpayment checks. Prepares transmittal reports and sends them to the County Treasurer.

**Other Functions :**

22. 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. Prefer some additional computer training including diagnosing and analyzing network problems.

**Experience:** One year of 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]:*

- Lifts monitors, CPU's, and other computer equipment weighing up to 40 lbs.
- 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.