



# WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

## Position Available – Internal/External Posting **Job Title: Deputy Register of Deeds**

**Classification:** Level 4  
Part-time (29 hours per week - flexible)  
Part-time  
TPOAM Union

**Department:** Register of Deeds

**Hourly Wage:** \$ 11.97 - \$15.68 per hour

**Qualifications:**

- Trustworthiness and dependability
- Considerable knowledge of modern office practices and procedures
- Considerable knowledge of statutes, regulations and legal forms involving real estate or tract index work
- Some knowledge of bookkeeping principles and practices
- Ability to prepare and maintain accurate records and reports
- Ability to work effectively with numbers
- Ability to work effectively and courteously with other employees, officials, and the general public
- Ability to type 60 wpm
- Graduation from an accredited community college or Associates Degree in Business or related field (Two years of related job experience may be substituted for each one year of required education)
- One year experience in real estate, tract index or related clerical work preferred

**Supervision:** Register of Deeds

**Application Due:** Applications due by 4:00 p.m. on Tuesday, July 25, 2017, Administration Office, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601.

*Posted July 17, 2017*