

COUNTY OF IONIA

Part-Time Position Open
(Pending Board of Commissioners Approval)

Title: **Abstractor**

Pay Grade 7/\$15.09 hourly
Approximately 22.5 hours per week

Minimum Qualifications: High school diploma, supplemented by three to five years relevant work experience in real estate law, title work, or related field. Must have the ability to read, understand, and draw legal descriptions. Work experience with computerized mapping systems a plus.

General Summary: Responsible for posting all documents that are recorded with the Register of Deeds by legal description in the county tract index, draft maps of property descriptions, and provide information to the public on property matters. Research and examine chains of title using tract index to solve problems with incorrect descriptions. The abstractor will also be responsible for various tasks of a deputy Register of Deeds.

This position is under the supervision of the Register of Deeds.

Please complete an Ionia County Application for Employment and submit it, along with a cover letter and résumé, to:

Ionia County Register of Deeds
P.O. Box 35
Ionia, MI 48846

Applications available online at www.ioniacounty.org
Résumés will be accepted until Friday January 18 at 3:00 p.m.

Ionia County is an Equal Opportunity Employer.