

COUNTY OF IONIA
Position Opening
Deputy Register of Deeds

Pay Grade 7/\$15.24 per hour (full time 37.5 hrs/week)

Minimum Qualifications: High school diploma or GED, supplemented by three to five years relevant work experience in real estate, title work, or related field. Must have excellent English, verbal and written communication skills. Must have outstanding people skills, excellent telephone etiquette, strong organizational skills and attention to detail. Proficient in computer-based technology. Basic math skills including addition, multiplication, division, decimals and percentages calculations and measurements. Ability to understand legal property descriptions a plus.

General Summary: Must be able to perform a variety of clerical tasks including the intake, review, receipting, filing and processing of real estate documents, using computer receipting, indexing and scanning programs.

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 resume, to:

Ionia County Register of Deeds
PO Box 35
Ionia, MI 48846
Or e-mail to: deeds@ioniacounty.org

Applications available online at www.ioniacounty.org

Resumes will be accepted until Monday, January 4, 2021 at 4:00 p.m.

Ionia County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.