

Oscoda County

is accepting resumes for a
Deputy Clerk/Register of Deeds

Oscoda County is seeking a dedicated and detail-oriented Deputy Clerk/Register of Deeds to assist the County Clerk/Register of Deeds in performing statutory duties related to document recording and indexing, vital records management, customer service, financial duties and administrative support. The Deputy Clerk/Register of Deeds plays a critical role in ensuring the accuracy and accessibility of property and vital records.

Core Responsibilities:

Duties may include but are not limited to recording deeds, mortgages, and liens. Processing birth, death and marriage certificates. Handling military discharge papers and notary public oaths. Assisting public, businesses and legal professionals with inquiries about property ownership and real estate. Collection of fees for recording and issuing documents.

Skills and Qualifications:

The ideal candidate must be able to manage time, meet deadlines, work independently, adapt to change, have strong attention to detail and accuracy, have strong organizational skills, be able to multi-task, have excellent verbal and written communication skills, be able to handle confidential information with discretion and be able to access situations and problem solve.

Education and Experience:

- High School Diploma or equivalency required
- Working knowledge of Microsoft office required
- Working experience in vital records or records management desired
- Understanding of real estate property descriptions, legal requirements and state statues a plus

Physical Demands:

- This position involves light physical demands

Starting pay: \$16.86 per hour/35 hours per week

Eligible for County Benefit Package: includes medical, dental, vision, disability, life insurance, PTO, vacation, paid holidays and MERS Defined Benefit Retirement

Applicants will be accepted until the position is filled.

Resumes may be submitted via email to mknepp@oscodacountymi.com or mailed to: Oscoda County Human Resources, P.O. Box 399, Mio, MI 48647

OSCODA COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY