



**GRAND TRAVERSE COUNTY, MI  
CHIEF DEPUTY REGISTER OF DEEDS JOB DESCRIPTION**

<b>Title:</b>	<b>Chief Deputy Register of Deeds</b>
<b>GENERAL SUMMARY</b> <p>Primary functions of the job are to provide advanced, complex, and varied administrative support to ensure the proper recoding, filing, and indexing of documents and to provide assistance to the public. Employees in this job have no formal supervisory role, however, may train, guide, prioritize, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle.</p>	
<b>PRIMARY DUTIES AND RESPONSIBILITIES</b> (may include but are not limited to the following) <ul style="list-style-type: none"><li>• Oversees the day-to-day operations of the Register of Deeds office, including reviewing the work of department staff for conformance to regulations, policies and procedures governing assigned operations.</li><li>• Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.</li><li>• Sorts, files, scans and maintains materials and filing systems (paper, computer or imaging), retrieves file materials, and keeps a record of file movement.</li><li>• Indexes recorded documents, which includes entering primary descriptions and associated documents; identifies incorrect or erroneous data and implements appropriate corrective action.</li><li>• Evaluates documents received for recording to ensure compliance with recording requirements and calculates applicable fees and transfer taxes; assigns document numbers to recordable documents and returns unrecordable documents for correction(s).</li><li>• Performs basic mathematical calculations to balance, reconcile, and maintain records.</li><li>• Processes, compiles, researches, and analyzes complex information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.</li><li>• Interprets and assists in the drafting and implementation of County and departmental policy and procedures within area of expertise.</li><li>• Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.</li><li>• May perform other support staff functions as requested.</li></ul>	
<b>EDUCATION, FORMAL TRAINING, AND EXPERIENCE</b> (minimum requirements) <ul style="list-style-type: none"><li>• Associate's Degree, including some business courses in clerical/secretarial subjects</li><li>• Two to four years directly related experience</li><li>• Two years additional directly related experience may substitute for one year of the education requirement to a maximum of two years, if there is demonstrated knowledge, ability, and skill to perform the work</li></ul>	
<b>CERTIFICATIONS, LICENSES</b> (minimum requirements) <p>Requires a valid driver's license and personal automobile insurance and must maintain eligibility to drive as per the County's Vehicle policy.</p>	



## GRAND TRAVERSE COUNTY, MI CHIEF DEPUTY REGISTER OF DEEDS JOB DESCRIPTION

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

### **DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

Compared to the Register of Deeds classification, this position does not have supervisory responsibilities.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles
- Specialized knowledge related to the department or function, and general County operation and organization
- Ability to detect errors, determine causes, and make corrections as appropriate
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Skill in use of personal computer software, including advanced spreadsheet development and word processing
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skilled in researching and resolving complex problems in order to ensure compliance
- Ability to coordinate, develop, layout and implement clerical procedures and operations
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to explain complex policies and processes in layman's terms
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job



## GRAND TRAVERSE COUNTY, MI CHIEF DEPUTY REGISTER OF DEEDS JOB DESCRIPTION

- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Able to use County resources effectively and efficiently