

**BENZIE COUNTY  
REGISTER OF DEEDS  
SECRETARY**

**GENERAL SUMMARY**

Under the supervision of the Register of Deeds and Chief Deputy, enters data on recorded documents to the computer and indexes and verifies data against the documents. Assists people at the counter by checking documents for recordability and conducting searches regarding property. Provides telephone assistance and performs various other support tasks.

**ESSENTIAL FUNCTIONS**

1. Assists in recording of real estate related documents. Examines documents for conformance to legal requirements and authenticity according to State of Michigan statutes.
2. Calculates and collects fees for recordings and copies including Michigan State and County transfer tax.
3. Places proper number sequence, time stamp information and office seal on each document
4. Enters required data and information from documents, including type of document, execution date, date of recording, document number and fee amount. Determine party names, mapping and calculation of legal description, party to whom document is to be returned to and other vital information on the document.
5. Verify data entered to ensure accuracy is 100% for maintaining a daily computerized index of all real estate records.
6. Assist in scanning of all recorded documents into computer using state-of-the-art computerized technology.
7. Responsible for daily photocopying of the original records for distribution to inter-county departments and all Township Assessors.
8. Print mailing labels. Sort, staple and seal originals for mail back of recorded documents to owners, mortgage companies, title companies and other recording parties following verification of data entry.
9. Reviews returned microfilm for clarity and accuracy.
10. Assists public in how to use the computer system and index books to search the real estate records.
11. Answers telephone calls and provides information on documents that have been recorded, fee schedules, and other information related to recording property. Conducts file and computer search for customers.
12. Researches information on property, checks on the status of deeds, determines grantor/grantee, mortgagor/mortgagee, survey and other information and answers questions related to departmental operations.
13. Prepares cards for surveys and death certificates. Provides information on land certificates and remonumented corners.
14. Makes copies of recorded documents for attorneys, title companies, surveyors, real state companies, banks, mortgage companies, oil and gas companies, and the general public, including certified copies.

15. Must maintain current knowledge of State laws, regulations, codes and legislation pertinent to the Register of Deeds Office.
16. Balance out cash drawer daily and run various reports to verify.
17. All other duties assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Ability to read, write, and spell in order to record, proof, and edit detailed property information with a high degree of accuracy, perform noncomplex arithmetic calculations, and maintain record keeping and filing systems.
2. Ability to operate office machines and equipment, knowledge of office procedures, filing and record keeping systems, and skill and proficiency in touch typing in order to type correspondence and enter database changes using a computer keyboard.
3. Must qualify as a deputy through official appointment by the Register of Deeds with completion of constitutional oath of office in accordance with Michigan statutes.
4. Interpersonal skills necessary to work cooperatively with others, interact effectively and courteously with diverse group of callers and visitors, and gather and exchange precise information with variety of internal and external contacts.
5. Analytical abilities necessary to check and verify documents and data entry, maintain records and files, complete and balance summary reports, calculate totals, and organize and prioritize work assignments.
6. Ability to transfer heavy index books to and from shelves and worktables up to 30 pounds; able to bend and stoop to access departmental files and records and to operate equipment.
7. Two to three years work related experience of accurately mapping legal descriptions and general office procedures.