

Duties and Responsibilities for the Register of Deeds Office

7-17-2023

The County Register of Deeds office is responsible for keeping books and records and recording such instruments required or authorized by law to be recorded and must provide reasonable facilities for inspection of these records.

Responsible for ensuring that the office complies with all statutes governing the recording, indexing and archival of real estate documents. Responsible for the Plat Board, two separate budgets, hiring and disciplining of employees and all office procedures. Responsible for the collection, billing, and distribution of State & County transfer tax, remonumentation fees, recording fees, copy fees, tract search fees, internet fees. Responsible for ensuring a workable solution for all building physical, mechanical, safety and security issues within the office. Must maintain relationships with other offices, organizations and outside companies to collaborate solutions for recording and searching issues that will be mutually beneficial. Provide monthly reports to city and township assessors.

The Chief Deputy Clerk, as appointed by the Register of Deeds, assists in office management, in supervising, and aiding in the completion of daily tasks within the office. Acts to make decisions for the office in the absence of the Register of Deeds. Oversees internal office communication to ensure that changes in office procedure are relayed to staff. Assist in training staff and assist with operational and procedural inquiries.

The Deputy Clerk works with the public and will be involved with reviewing documents for recording. Check for accuracy of information, verify the recording requirements and process the documents through the office software program. Documents are received and returned via mail, courier, electronic transmission and walk-ins. The duties of the Deputy Clerk also apply to the Chief Deputy Clerk.

Other duties include:

Responsible for helping the public with documents that are received for recording and working with the public in general whether on the telephone, by email or walk-ins. Field telephone calls regarding the online website for land records. Good communication skills are needed. Our office cannot give legal advice.

Research records to provide copies, receipt in funds and perform credit card transactions.

Responsible for end of day reports, reconciling, and handling the funds for the treasurer's office. Process and provide monthly reports to credit bureau.

Responsible for indexing newly recorded and previously recorded documents into the office software program. An understanding of basic land legal descriptions is preferred. Older documents are introduced to the system and must be properly indexed and verified.

Responsible for handling correspondence with customers via e-recording, regular mail, fax, courier and email.

Must be able to lift large record books to aid the public in doing research and making copies from these books.

Maintain the filmed images and machines used for viewing images from these sources.

Have basic computer skills and be comfortable with handling email correspondence, i.e. responding to questions, providing information, scanning.

Establish and maintain escrow accounts for customers and provide monthly account statements.

Basic knowledge of legal documents desired.

Accounting experience and experience with Microsoft Excel is helpful.

And other duties as deemed necessary by the Register of Deeds.