

**LIVINGSTON COUNTY
JOB DESCRIPTION**

LEAD SENIOR DEPUTY REGISTER OF DEEDS

Supervised By: Chief Deputy Register of Deeds
Supervises: Non-supervisory lead responsibility
Department: Register of Deeds
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Chief Deputy Register of Deeds, this position serves as the lead senior deputy for other deputies and senior deputies engaged in detailed research and examination of legal documents for conformity to the recording and indexing requirements of the Michigan Recording Statutes to include Chapter 53 of the Michigan Compiled Laws. Assists Chief Deputy with staff training, department organization, and completing reports, and serves as a resource in the absence of the Chief Deputy. The Lead Senior Deputy – Register of Deeds is also responsible for all activities required of a Senior Deputy which may include receiving, examining, indexing, entering, filing and/or recording more complex documents pertaining to the ownership and location of real property in the County. This position answers telephone calls and provides information on documents that have been recorded, fee schedules, and other information related to recording property. This position performs a variety of other tasks related to the filing, maintaining, and processing of documents for the Register of Deeds Office.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as a lead and resource for department employees engaged in receiving, abstracting, indexing, and creating and retrieving records of legal documents establishing and/or transferring ownership of, and initiating or releasing interests in or liens against, real and personal properties.
2. Serves as a technical resource for staff and customers to handle complex and difficult procedures.
3. Participates in the development, updating, and modification of operating procedure manuals, trains and retrains team members to establish and maintain required levels of speed, accuracy, and customer service.
4. Provides quality assurance/quality control in the recording of documents and the creation, correction, and amendment of searchable document indexes.

5. Works with the Chief Deputy Register of Deeds to schedule work assignments and reassigns functions as necessary to maintain required workflow.
6. Assists deputies in responding to questions, complaints, and complex challenges from customers. Responses may take place in-person, by phone or email.
7. Audits conversion data and back indexing of archival records.
8. Knowledgeable in all aspects of the Register of Deeds department and staff responsibilities.
9. Performs all functions of a Senior Deputy Register of Deeds.
10. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

- Requirements include an Associate's degree and five years of progressively more responsible experience in administrative support, preferably in the field of real estate, business or related fields reading legal descriptions and processing real estate documents including one year in a Register of Deeds Department.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of the principles and practices of general office procedures and local, state, and federal laws, rules, and regulations governing the operations of the Register of Deeds department. Thorough knowledge of the State of Michigan recording statutes.
- Knowledge and skill in reviewing documents for accuracy, maintaining accurate records in both electronic and non-electronic formats, and researching information related to property ownership, deeds, and surveying.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the County's records management and financial system software, and the ability to access GIS/mapping documents, as well as troubleshoot minor computer system issues and perform system maintenance.
- Skill in the use of document imaging software and microfilm/microfiche equipment.
- Notary Public Certification.
- Valid State driver's license.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.