

225 W. Main Street
P.O. Box 438
Harrison, MI 48625
Tel. (989) 539-7131
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LORI MARTIN
Clare County Clerk – Register of Deeds
Official Abstractor

Joy Bringold – Chief Deputy
Stacy Pechacek, Chief Deputy



JOB OPENING

POSITION: Deputy Circuit Court Clerk (Deputy Clerk/Register of Deeds/Abstract)
Full Time (37.5 hrs/wk)

PAY: Beginning Salary \$27,007.13 (\$13.85/hr) with union step increases plus benefits

DUTIES: Under the direction of the County Clerk/Register of Deeds, applicant may be assigned a variety of complex clerical tasks involved in processing civil and criminal cases. Provide information and assistance to law enforcement officers, attorneys, defendants, and court patrons. Clerk and record for the Circuit Court. Substitute for other office staff and provide general clerical assistance to the Judges and administrative staff. In addition to any work connected with carrying out the statutory duties of a Deputy Clerk/Register of Deeds or Abstractors office. This may include, but is not limited to circuit court, elections, vital records, abstract department or register of deeds.

QUALIFICATIONS:

Education: High school graduation or equivalent.

Minimum requirement: Individual must have experience in clerical work with knowledge of computers. Work is very detailed and applicant must be able to prioritize work and stay focused with constant interruptions. The ability to positively interact in a respectful and professional manner with elected officials, senior management, Clare County staff, attorneys, defendants, Judges, and the general public is also required. Work can be stressful and requires a high level of confidentiality. Working hours are from 8:00 a.m. – 4:30 p.m. and may require occasional overtime.

CERTIFICATION OR LINCENSEURE:

CEO Certification (certified electronic operator) required within 1 year of employment.

APPLY: Submit application, cover letter, and resume to: Lori Martin, Clare County Clerk at martinl@clareco.net. Application deadline Friday, September 13, 2019 at 4:30 p.m. Applications can be found at www.clareco.net.

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