

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 Clerk



JOB OPENING

- POSITION:** Chief Deputy Register of Deeds – Full Time (37.5 hrs/wk)
This is an at-will supervisory position
- PAY:** Beginning Salary \$30,564.76 (\$15.67/hr) with union step increases plus benefits
- DUTIES:** Under the direction of the County Clerk/Register of Deeds, applicant may be assigned any work connected with carrying out statutory and other duties of a Clerk/Register of Deeds office. Duties may include, but are not limited to register of deeds, circuit court, elections, or vital records. This position may also require occasional travel for conferences and/or training.
- QUALIFICATIONS:** 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 and the general public is also required. Work can be stressful and confidentiality is mandatory except for statutory public information. Working hours are from 8:00 a.m. – 4:30 p.m. and may require occasional overtime.
- APPLY:** Submit application, cover letter, and resume to: Lori Martin, Clare County Clerk/Register of Deeds at the above address or martinl@clareco.net. (Please do not send jpeg attachments.) All applications are due by Friday, November 17, 2017 at 4:30 p.m.
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