



**LORI MOTT**  
Clare County Clerk – Register of Deeds  
Official Abstractor

Stacy B. Pechacek  
Chief Deputy Clerk - Register of Deeds

225 W. Main St  
P.O. Box 438  
Harrison, MI 48625  
Tel. (989) 539-7131  
Fax (989) 539-6616

## **JOB OPENING**

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**POSITION:** Deputy Clerk/Register of Deeds  
Full Time (37.5 hrs/wk)

**PAY:** Beginning Salary \$29,208.21 with union step increases, paid vacations, sick time, and holidays. Includes medical, dental and optical benefits and a retirement pension.

**DUTIES:** Under the direction of the County Clerk/Register of Deeds and direct supervision of Chief Deputy Clerk/Register of Deeds, applicant may be assigned a variety of complex clerical tasks involved in processing land documents, vital records, court documents and elections. Provide information and assistance to the public and other departments within Clare County. In addition to any work connected with carrying out the statutory duties of a Deputy Clerk/Register of Deeds or Abstractors office.

**QUALIFICATIONS:**

- High School Diploma or equivalent
- Work is very detailed and applicant must be able to prioritize work and stay focused with constant interruptions.
- 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 requires a high level of confidentiality.
- Must have sufficient strength and dexterity to lift voting equipment weighing approximately 40 lbs. with or without mechanical or other assistance.
- Michigan driver license required. Work is generally performed in a normal office environment, however, during election years must provide his or her own transportation between polling locations sites.

**APPLY:** Submit application, cover letter, and resume to: Stacy Pechacek, Clare County Chief Deputy Clerk/Register of Deeds at 225 W. Main St., P.O. Box 438, Harrison, MI 48625. Application deadline Friday, April 14, 2023 at 4:30 p.m. Applications can be found at [www.clareco.net](http://www.clareco.net).

**DEPUTIES**

Christina Chartier, Kim Dewey, Kris Laforet,  
Katlyn LaPorte, Polly Raycraft, Sherri Stewart and Pam Withorn