

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

LORI MOTT
Clare County Clerk – Register of Deeds
Official Abstractor

Stacy Pechacek
Chief Deputy Clerk – Register of Deeds



JOB OPENING

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

PAY: Beginning wage \$14.98/hr with union step increases plus health, optical and dental insurance, paid vacation, paid personal time, paid sick time, paid holidays and a pension plan

DUTIES: Under the direction of the County Clerk/Register of Deeds, applicant may be assigned a variety of clerical tasks to carry out the statutory duties of the Clerk/Register of Deeds office. Including answering the phone and working with the public.

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 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.

APPLY: Submit application, cover letter, and resume to: Stacy Pechacek, Chief Deputy Clare County Clerk-Register of Deeds at pechaceks@clareco.net or 225 W. Main St., P.O. Box 438, Harrison, MI 48625. Application deadline Thursday, August 31, 2023 at 4:00 p.m. Applications can be found at www.clareco.net.
