

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

Stacy Pechacek
Chief Deputy Clerk &
Register of Deeds



JOB OPENING

- POSITION:** Deputy Circuit Court Clerk – Full Time (37.5 hrs/wk)
This is union position.
- PAY:** Beginning Salary \$31,210.35 (\$16.01/hr) with union step increases plus benefits (health, dental & optical insurance, paid sick, vacation & personal time off, 17 paid holidays & a pension plan).
- 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.
- QUALIFICATIONS:** Individual must have experience in clerical work with knowledge of computers. We are willing to train the right applicant. 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. 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, Clare County Chief Deputy Clerk/Register of Deeds at the above address or by email to apply@clareco.net. Posting will remain open until filled.
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