

STATEMENT OF DUTIES

Records all transfers and sales of property in the county. Also records all county property mortgages and all assignments or discharges regarding same.

Indexes deeds, mortgages and all other transaction records. There are approximately eighty different documents recorded or filed in this office.

Records all tax liens and fixture filings for the county. Sends in a monthly report to the Internal Revenue regarding tax liens.

Records all oil, gas and mineral leases in the county and any assignments or releases regarding same.

Records all probate papers necessary to settle an estate.

Maintains the tract index on a daily basis, which is an abstract of title on all pieces of property in the county.

Performs clerical and record keeping work, records and indexes legal instruments affecting land titles and transfers and all related work as required.

Assists the general public by providing information regarding legal descriptions, property ownership and transfers.

Supervises the work of office personnel. Documents are scanned daily and at the end of each liber a CD is burned. The CD is sent to the Underground Security Company in Grand Rapids, Michigan to be stored. We have been storing duplicate records their since 1970.

Prepares all required reports and writes correspondence.

Knows how to operate efficiently all the equipment in this office.

Reviews all documents for compliance with legal requirements as to completeness and accuracy.

Turns in weekly and monthly deposits of funds to the County Treasurer.

Must have knowledge of Michigan Statutes, regulations and legal forms involving real estate work.

The Register of Deeds duties are set by statutes of the State of Michigan.

Calculates and sends in the State remonumentation and revenue reports.