

## **STATEMENT OF DUTIES**

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

**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 types of documents recorded or filed in this office.**

**Records all liens and fixture filings for the county.**

**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.**

**Records electronic documents.**

**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.**

**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 there since 1970.**

**Prepares all required reports and 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 deposits of funds to the County Treasurer**

**Calculates and sends in the State remonumentation fees and revenue reports.**

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

**Processes passport applications.**