



Assistant Deputy Treasurer & Deputy Register of Deeds I

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR

Jefferson County is looking for a full-time, shared role in the Treasurer's Office and Register of Deeds Office. This is a unique opportunity to support two vital county offices. We are looking for someone who would thrive in this shared type of environment and work in a collaborative and supportive team environment.

WHAT YOU WILL DO AS ASSISTANT DEPUTY TREASURER & DEPUTY REGISTER OF DEEDS I

The successful candidate will divide their time between:

- **Treasurer's Office (Assistant Deputy Treasurer duties):**
Supporting the Treasurer and Deputy Treasurer with property tax collection, financial recordkeeping, reconciliations, settlements, reporting, and providing customer service to taxpayers and municipalities.
- **Register of Deeds Office (Deputy Register of Deeds I duties):**
Assisting in processing, recording, and maintaining real estate and vital records; reviewing and indexing legal documents; handling customer inquiries; and ensuring compliance with statutory requirements.

This position requires accuracy, confidentiality, and strong customer service skills, with the ability to learn and perform a wide range of clerical, administrative, cash handling, and financial tasks. Ability to read and interpret handwritten documents, including cursive script, for accurate data entry and archival review is a must.

SOME ESSENTIAL RESPONSIBILITIES OF THE ASSISTANT DEPUTY TREASURER & DEPUTY REGISTER OF DEEDS I

You will be successful in this role by completing the following tasks and responsibilities:

- Receive, post, and reconcile payments; prepare deposits and reports.
- Assist with delinquent tax notifications and settlements.
- Process, record, and index deeds, mortgages, plats, surveys, and vital records.
- Provide courteous customer service to the public, title companies, attorneys, and government officials.
- Prepare certified copies of records and handle financial transactions accurately.
- Maintain confidentiality and comply with applicable statutes and county policies.
- Serve as backup to department deputies and leaders when necessary.

Requirements:

- Two to three years of related experience; or
- Associate's degree and one-year related experience; or
- An equivalent combination of education and experience.

Preferred Requirements:

- Experience in government, legal, financial, or records management settings.
- Strong attention to detail and accuracy in financial and document processing.
- Ability to interpret statutes, legal documents, and property descriptions.
- Notary Public certification (preferred for Register of Deeds work).

Other Requirements – Certificates/Licensures Must pass a criminal background check.

- Must be bondable and maintain deputized status in both offices.
- May be required to sign confidentiality agreements or oath of office.



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Wage & Benefits

Wage is \$21.91 - \$23.16 per hour.
Potential to earn up to \$28.17 per hour.

Benefit Highlights

Paid Vacation
Health insurance
Health insurance Opt Out Plan
Dental & Vision insurance
Life insurance
Wisconsin Retirement System
Health Savings Account
Deferred Compensation Program
Group Life insurance
Short & Long Term Disability

Employees at Jefferson County Value

Competitive Pay
Excellent Benefits
Great Coworkers
Flexibility
Advancement & Opportunity
Family Culture

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer