



## **Deputy Register of Deeds I/II**

### **Full-time**

Jefferson County's Register of Deeds office files, records, and issues instruments and documents of significance both to the community as a whole and to its individual citizens. Their mission is to permanently protect and provide access to Jefferson County's history and future -its land and its people, by ensuring the integrity of Jefferson County's land and vital records.

The Register of Deeds is currently hiring a Deputy Register of Deeds to assist the Register of Deeds in coordinating the department's function of providing proper processing, recording, and maintenance of real estate and vital records as described in Wisconsin Statutes.

As a knowledgeable, and detail oriented individual, you will be successful in this role by completing the below key tasks and responsibilities:

- Provides excellent customer service both in-person, telephonically, and virtually. Assists customers and interested parties by providing information in response to inquiries related to real estate and vital records and training customers on software programs.
- Assess, interprets, receipts, and processes real estate and vital records documents submitted for recording pursuant to Wisconsin Statutes.
- Reviews and inspects all documents presented for compliance with County and State Regulations.
- Research vital records requests, determines appropriate action, and processes request through electronic records system.
- Variety of other tasks provided on the posted job description

Starting Wage: \$18.34 - \$19.46/hour; based on qualifications

Hours: 40 hours/week; Monday-Friday 8:00 am – 4:30 pm

Benefits: Eligible for our excellent benefit package with details at the below link

[https://www.jeffersoncountywi.gov/departments/human\\_resources/pay\\_and\\_benefit\\_information.php](https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php)

#### **Qualifications Needed:**

- High School Diploma and one year of experience; or equivalent combination of education and experience.
- Notary Public
- Must pass State Vital test
- Valid Driver's license

#### **Qualifications Preferred:**

- Associates degree and two years' related experience; or equivalent combination of education and experience.
- Previous real estate or financial institution experience.

Applications will be accepted until this position is filled. However, initial screening of applicants will begin **December 14<sup>th</sup>, 2021**.

Application and position details are available at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or  
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

*Jefferson County is an Equal Opportunity Employer*