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Leelanau County Government Center  
8527 E. Government Center Drive, Suite #101  
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## J O B P O S T I N G

The Leelanau County Register of Deeds office has an opening for a full-time (35 hours per week) **Deputy Register of Deeds** with a starting date of April 1, 2024.

This is a Teamsters 214 Union position, Grade 1 with full county benefits. Starting pay is \$19.88-25.18 per hour. A complete job description and link to the online application system is located on the County's website at the following link: <http://www.leelanau.gov/adminemployment.asp>. Any attachments must be in PDF format. ***Internal applicants can submit a letter of interest.***

Inquiries can be directed to:

**Jennifer Grant, Leelanau County Register of Deeds**  
8527 E. Government Center Dr., Suite #105  
Suttons Bay, MI 49682  
[jgrant@leelanau.gov](mailto:jgrant@leelanau.gov)

### **Employment Qualifications:**

**Education:** Possession of a high school diploma or its equivalent, with courses taken in typing, computer operation/word processing, account keeping and office procedures.

**Experience:** A minimum of two years of clerical experience which involved record keeping and office procedure activities, preferably in a real estate setting.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job may be considered.

Applications will be accepted **until the position is filled.**

In accordance with Article 15, Job Posting, of the Teamsters, State, County and Municipal Workers Local 214 Union, prior to filling a vacancy within the bargaining unit, it shall be posted for five (5) working days. Employees interested shall apply in writing within the Employer designated posting period. The Employer reserves the right to select the person who it believes is best qualified for the position from either within or outside of the bargaining unit.

*Leelanau County is an Equal Opportunity Employer*