

## Notice of Vacancy

Iron County is seeking to fill the unexpired term of the County Clerk / Register of Deeds.

The position is an elected, constitutional office. The current term will end on December 31, 2020. A successor will be elected at a regular general election and the appointed incumbent may be a candidate.

This appointment will be made by the Judges of the 41<sup>st</sup> judicial circuit.

The position will become vacant June 1, 2019.

Resumes and letters of interest may be submitted to:

The Honorable Mary B. Barglind  
Chief Judge of the 41<sup>st</sup> Circuit Court  
Dickinson County Courthouse  
705 S Stephenson Ave, Iron Mountain, MI 49801  
Email: circctmbarglind@dickinsoncountymi.gov  
Fax: (906)779-0587

Resumes and letters of interest must be received by April 30, 2019

The requirements, prerequisites, duties, and responsibilities of this position may be found in Michigan statutes but are summarized as follows:

### County Clerk

The Clerk's Office is one of the most diversified in county government, governed by 596 statutes, which fall into four major divisions, Clerk to the Board of Commissioners; Clerk of the Circuit Court; Registrar of Vital Statistics and Chief Election Official for the County.

The County Clerk's duties are prescribed by law, and include being the Clerk of: the Circuit Court, the County Board of Commissioners, the Board of Canvassers, the County Election Commission, the Election Scheduling Committee, the County Apportionment Board, Concealed Weapons Licensing Board, Register of Vital Records and Chief Election Officer.

The County Clerk also has the care and custody of the county seal, all records, books and papers pertaining to the office. The Clerk also files and records all civil, criminal and divorce proceedings under the Court's direction. In addition, the Clerk maintains birth and death records, assumed business names and partnership records, concealed weapon permits, veterans' discharge records, marriage licenses and notary public licenses. The Clerk also serves as the chief election official by presiding over every election held within the county.

### Register of Deeds

The Register of Deeds is the official recording office for all land records in Iron County. The Register of Deeds is a constitutional office established by the Michigan State Legislature as the custodian of legal

documents pertaining to real property. In Iron County the Register of Deeds and County Clerk positions were combined in January 2017 resulting in one Clerk/Register. The Office records over 200 types of documents including Warranty Deeds, Quit Claim Deeds, Land Contracts, Mortgages, Releases, Powers of Attorney, Liens, Oil & Gas Leases, etc.

The courts depend on the Register of Deeds Office to record documents and give notice to the public where property is concerned, including judgments of divorce, orders, liens and numerous others. Local government units, Equalization Department, and the Treasurer's Office all receive their first notice of sales from our office, which enables them to prepare valuations for the tax rolls each year.

The work of the Register of Deeds Office does not end after a document is recorded. After the document is imaged certain important information contained on the document such as the legal description and the name of the buyer and seller is indexed on our computer system so that the public can easily review information regarding the ownership history of a particular piece of property.

This office does not prepare documents and does not answer legal questions.

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