

## Register of Deeds Office Accounting Clerk

The Iron County Register of Deeds Office is seeking an attentive applicant for a part-time union position of Accounting Clerk. The starting rate of pay is **\$18.25** per hour, with periodic wage increases. It is for 20-30 hours per week / Monday through Friday, from 10:00 am to 4:00 p.m. including 12 paid holidays.

The applicant would perform under the direct supervision of the Iron County Clerk and Register of Deeds Deputy Clerk. Receive, examine, index, and file legal permanent records and documents pertaining to ownership and location of real estate in Iron County. Provide information on documents that have been recorded, fee schedules, and other information related to recording property. Ability to work well with the public is required.

If interested, submit a resume no later than November 8, 2024 to:

Iron County Clerk  
2 South Sixth Street, Suite 9  
Crystal Falls, MI 49920.

Iron County is an Equal Opportunity Employer