

Menominee County Administrative Coordinator's Office

W3269 Courthouse Lane
P.O. Box 279
Keshena, WI 54135



NOTICE OF VACANCY: REGISTER OF DEEDS FOR MENOMINEE COUNTY, WISCONSIN

The Menominee County Board of Supervisors is soliciting letters of interest from any resident of Menominee County to fill the unexpired term of the Register of Deeds. The current four year term expires on December 31, 2020, after which the general election held on November 3, 2020, will determine the successor to this office.

The Register of Deeds duties include, but are not limited to, the following: (1) appointing one or more deputies; (2) reviewing, recording (file as appropriate), scanning, e-recording and maintaining all documents authorized by law to be recorded in the office of the register of deeds; (3) preparing documents for indexing, imaging and e-recording; (4) registering, indexing and filing all marriages, deaths and births occurring in the county; (5) making and delivering to any person, on demand and upon payment of proper fees, certified and uncertified copies of official office records; (6) recording plats, articles of incorporation, firm names and related documents as authorized to be recorded; (7) filing, indexing and maintaining military discharges; (8) filing and indexing documents pertaining to security interests in real property, crops or fixtures according to the provisions in Wis. Stat. §§ 409.501 to 409.528; (9) recording and indexing marital property agreements and related instruments as per Wis. Stat. §766.58(11); and (10) recording all conveyances of mineral rights per Wis. Stat. §706.057(7).

The Register of Deeds position is a part-time, salaried position budgeted for 24 hours a week at a rate of \$19.23 per hour (\$23,999 annually). The position is eligible to receive or enroll in Wisconsin Retirement System, dental coverage, short and long-term disability, and life insurance; it is not entitled to receive healthcare coverage. The Deputy Register of Deeds position, which is also currently vacant, is budgeted at 24 hours per week at a rate of \$15.45 per hour. Off-site and on-site training will be provided to the Register of Deeds. The office is located at the Menominee County Courthouse (top floor).

If you are interested in the position and you physically reside in Menominee County, you are encouraged to mail or deliver a signed letter of interest and your current resume no later than Tuesday, August 20, 2019 at 12:00 p.m. to:

Menominee County
Attn: Administrative Coordinator
P.O. Box 279
Keshena, WI 54135

The signed letters of interest and resume should collectively speak to the individual's knowledge, skills and abilities he/she would bring to the position, as well as the individual's willingness to pursue election to the office. The Menominee County Board of Supervisors will review all letters of interest and resumes at its Thursday, August 22, 2019, 5:00 p.m. board meeting. Interested candidates are urged to attend that board meeting to answer any questions the County Board might have. The County Board will nominate the top three candidates to the Governor of the State of Wisconsin, who in turn will make his appointment based on (a) the County Board's nomination and (b) his review of an application nominees will be required to submit to the Governor's Office.