

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 Governor's Office is seeking applicants for appointment as Register of Deeds in Menominee County. Applicants must be residents of Menominee County and remain a resident of Menominee County for the duration of the appointment. The appointment will fill the vacancy created by the resignation of Menomin Hawpetoss, effective August 4, 2023. The new Register of Deeds will serve for the remainder of the unexpired term that ends January 5, 2025. Continuation in that office is dependent upon nomination and election to the office in the November 5th, 2024, general election.

According to Wisconsin Statutes 59.43(1), the Register of Deeds is responsible for the following: (1) appointing one or more deputies; (2) review, record (file as appropriate), scan, e-record and maintain all documents authorized by law to be recorded in the office of the register of deeds; (3) prepare documents for indexing, imaging and e-recording; (4) register, index and file all marriages, deaths and births occurring in the county; (5) make and deliver to any person, on demand and upon payment of proper fees, certified and uncertified copies of official office records; (6) record plats, articles of incorporation, firm names and related documents as authorized to be recorded; (7) file, index and maintain military discharges; (8) file and index documents pertaining to security interests in real property, crops or fixtures according to the provisions in Wis. Stat. §§ 409.501 to 409.528; (9) record and index marital property agreements and related instruments as per Wis. Stat. §766.58(11); and (10) record all conveyances of mineral rights per Wis. Stat. § 706.057(7).

The Register of Deeds is a part-time position budgeted for 24 hours a week at a rate of \$20.81 per hour. The office hours are 8:00 a.m. to 4:30 p.m. every Monday, Wednesday, and Friday. The office also has a part-time deputy position. Off-site and on-site training opportunities are available. The office is located in the upper level of the Menominee County Courthouse.

Those who are interested will need to complete an online application on Governor Evers' website at www.evers.wi.gov and click on the "Apply" link appearing up top, followed by clicking on the "Register of Deeds, Coroner, and Sheriff" link under the Application Forms section. Application materials must be received no later than 5 p.m. on September 1, 2023.

Candidates chosen for an interview will be interviewed by the Governor's Office and undergo a criminal background check. The Menominee County Board of Supervisors will also review the application materials and make a recommendation to the Governor for appointment to the office.

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