

EMPLOYMENT OPPORTUNITY

Full Time Clerical Position Mason County Register of Deeds Office

The Mason County Register of Deeds Office is seeking a qualified individual for a Full Time Clerical position. Individuals applying for this position must possess general clerical skills, strong computer and typing skills, keen attention to detail, ability to read and follow property descriptions and be able to work professionally with the general public. Persons interested in making application for this full time position may pick up a job application packet at the office of the Mason County Register of Deeds located in the Mason County Courthouse, 304 East Ludington Avenue, Ludington, Michigan, Monday through Friday between the hours of 9:00 a.m. to 5:00 p.m. Only those applications that are contained in the job application packet and returned not later than 1:00 p.m. on Wednesday, November 20, 2019 will be considered. The County of Mason and the Mason County Register of Deeds are Equal Opportunity Co-Employers.

Dated this 5th day of November, 2019
Diane L. Englebrecht, Register of Deeds