

## **MARTIN COUNTY JOB ANNOUNCEMENT**

**Job Title: Martin County Deputy Register of Deeds**

**Starting Salary: \$30,110**

**Closing Date: Friday, December 1, 2023 5:00 PM**

**Position Start: January 1, 2024**

**Hours of Operation: Mon-Fri 8am-5pm**

**MINIMUM EDUCATION AND EXPERIENCE:** High school graduate or equivalent and two years clerical and computer experience.

Martin County Register of Deeds office is accepting applications for a Deputy Register of Deeds. Under general supervision, the purpose of this position is to record and maintain legal county records including real estate and property records, financial records involving loans, Uniform Commercial Codes, vital records, marriage licenses, deeds of trust, military discharges, etc. Work involves receiving, reviewing, maintaining, certifying and recording public records and ensuring record keeping practices adhere to state and local regulations are accurate and current and are secured.

Applications will be accepted at Martin County Human Resources Attn: Donna Zube 305 E Main Street P.O. Box 668 Williamston, NC 27892.

**Martin County is an Equal Opportunity Employer.**