

The Florence County Register of Deeds office is seeking applications for the right person to work as a Deputy in the Register of Deeds office.

This is a full time position 35 hours per week @ \$17.00-\$24.50/hour for the right candidate depending on qualification.

Benefits include; participation in Wisconsin Retirement System, paid time-off benefits, and group Insurance, (medical, dental, vision, life, disability)

Florence County has a state residency requirement.

The employee in this position is responsible for performing a variety of duties exercising independent judgement, initiative, and maintaining confidentiality. The ideal candidate is preferred to have experience and education in real estate or title work, understanding of legal documents & legal description, excellent communication and customer service skills. Advanced computer skills and the ability to handle multiple projects are essential. Wisconsin State Statutes govern office procedures.

Apply by submitting a cover letter, resume and application (Florence County Application form is required) by May 22, 2023 or until position is filled. Only serious applicants need to apply. Submit to Florence County, PO Box 410, Florence, WI 54121 or via email dtrudell@florencecountywi.gov.

Job Description and Florence County Employment Application form can be downloaded at the County's website <http://www.florencecountywi.com> or by contacting the County Clerk's office.

Florence County is an equal opportunity employer.