

## **SARGENT COUNTY, NORTH DAKOTA POSITION DESCRIPTION**

Position Title: Deputy Treasurer/  
Recorder/Clerk of Court

Department: Treasurer/  
Recorder/ Clerk of Court

Date: April 2018

Reports to: Treasurer/Recorder/Clerk of Court

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### **PURPOSE OF POSITION:**

The purpose of this position is to perform transactions and functions necessary to support the daily operation within the department and to provide assistance to the Treasurer/Recorder/ Clerk of Court.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prioritize and perform accounting transactions. Balance and reconcile cash receipts daily.

Assist with the document retention and safekeeping functions of the department. Prepare files, maintain filing systems and records retention schedule and annual inventory of all offices, and courtroom.

Record a variety of legal instruments pertaining to real property and for providing information for the preparation and revision of Abstracts of Title. Receive instruments, review for conformity to regulation statutes. Courtesy calls to customers if problem arises with ability to record. Submit documents requiring transfer of property to Auditor. Record and place stickers on document, return to customer. If not recordable, fill out rejection letter with reason and maintain hard copies of rejection letter and document. Conduct searches upon requests.

Daily reconcile cash sheet for recordation of documents. Generate month customer statements, review and send to customers, deed reports and equalization reports for tax director and miscellaneous receipt and documentation for the month to be filed, and deposit sheet for auditor.

Maintain the change of ownership spreadsheet towards the end of year for those properties not transferred before tax statement cutoff date

Interact and communicates with the general public to provide information and assistance; assists the public with genealogy information and research. Explain instruments and registration requirements.

Prepare various reports and documents for the State and County.

Assist other county agencies and outside individuals, financial institutions and other requestors. Confer with legal representatives and other county officials regarding real estate transactions and descriptions. Prepare yearly real estate taxes, monthly statements for mobile homes and delinquent taxes.

Provide verification of ownership.

Provide assistance with delinquent tax proceedings, which consists of doing several lengthy searches for Federal and State Tax liens, Judgment searches and Mortgage searches for each owner of the property with delinquent taxes.

Verify with the JDA coordinator all payments at end of June and end of December that the total principal and interest are correct. Also, monthly receipts to binder as payments are made.

Receive documentation to verify identity and marital status to issue a marriage license, also upon request and proper payment perform marriage ceremonies.

Ensure court records are current and accurate by coordinating with the Sheriff's office, State's Attorney, Judge's and other attorneys.

Enter all data for all cases, schedule cases for court as necessary, monitor the receipt of monies paid on fines and fees, monitor the completion of all dispositions, and be in constant conversation with the Judge for all cases at appropriate time frames depending on case structure. Follow through with additional documents when someone is not in compliance and arrange to have them appear in court.

Do background checks when FBI requests them.

Coordinate between Jails and Judge when the need arises to arrange a bond hearing, enter necessary documentation and receive cash or a bond whichever applies.

Enter fines on all citations issued in Sargent County Sheriff and North Dakota Highway Patrols in Sargent County.

Collect fines, costs, fees, and restitution related to Clerk of Court functions.

Assist in preparing and mailing/receiving jury questionnaires and qualifications.

Update Judgment lists for the public, daily.

Provide assistance to the Treasurer by performing accounting transactions and administrative duties to support the operations of the department; collect taxes; balance accounts; collect fees and revenue from other departments and state and federal funds.

Route various reports and records to Treasurer for action; ensure records are kept current.

Assist the County Treasurer prepare and mail to the owners of each parcel of taxable property (with taxable property of \$100 or more) a written notice containing information regarding the district budget, true and full value of the owner's property and changes in estimated tax and tax levies. Prepare real estate tax statements for mailing and send out monthly mobile home statements. Coordinates information with other units to update records of property ownership; update and maintain tax and name file records on computer; maintain requests for escrow company files.

Coordinate information with other units to update records of property ownership.

Prepare and maintain a card file for additional property tax statement requests for multi-party ownership, including placing labels on the tax statements pulled for specific mailing instructions. Provide information and answers to the public concerning taxes and related issues; conduct research to gather answers for the public; refer the public to the appropriate unit for assistance.

Perform basic bookkeeping duties; post receipts in computer; maintain bank ledger; balance ledger on computer; compare payments with Auditors records using a spreadsheet to ensure accuracy. Provide assistance with various other duties as necessary; assist in completing surveys; assist in completing yearly inventory; sort and clean files according to retention schedules; issue indemnity bonds, cancel outdated checks and warrants; maintain petty cash fund.

Utilize and maintain basic office equipment in performing duties to include an adding machine, computer, scanner, printer, copier, fax machine, and a multi-line phone system.

Utilize various computer software programs for word processing, data entry, desktop publishing, updating an existing spreadsheet, design and format new spreadsheets, enter data into an existing database, and research recorded documents.

Complete a quarterly safety class training and test.

**Physical Requirements:**

Must be physically able to operate a variety of machines and equipment including: computer terminal, calculator, copier, scanner, and a multi-line phone system.

Must be able to move, carry, and reach various job-related objects or materials, such as books, printouts, file boxes, printer paper, etc.

Most physical demand requirements are at levels of those for sedentary or office environment work. Some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and or pulling of objects and materials of moderate weight (12-20 pounds)

**Numerical Aptitude:**

Must have the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; utilize basic algebra and geometry; apply descriptive statistics; and interpret same as may be appropriate.

**Language Ability:**

Requires the ability to read a variety of professional, technical and administrative financial documentation, directions, instructions, methods and procedures.

May require the ability to produce reports and various financial documents with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to communicate with and before others using correct English.

**Interpersonal Communication:**

Requires the ability to communicate with people to convey or exchange professional information.

**Environmental Adaptability:**

Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions.

Work is normally performed in an office environment. Headaches, eye strain, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury.

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Supervisor's Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

Sargent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.