



# AUDITOR/TREASURER'S OFFICE

THIEF RIVER FALLS, MINNESOTA 56701

## FULL-TIME DEPUTY RECORDER/AUDITOR- TREASURER

Pennington County is seeking candidates for a Full-Time Deputy Recorder/Auditor-Treasurer. Duties of this position include, but are not limited to, real estate document processing and recording, vital statistics, real estate and genealogy searches, notary services, accounts payable/receivable, receipt tax payments, and elections assistance.

Pennington County features a competitive benefit package, including health insurance, life insurance, retirement pension, sick and vacation leave, and 11 paid holidays. Hours of this position are Monday through Friday, 8:00 a.m. to 4:30 p.m. This is a non-union position featuring a wage range of \$20.27 to \$26.04 per hour.

Applicants should possess a two-year degree in Accounting, Business, or related field and 1-2 years of related experience; relevant experience may substitute for degree. Applications and a complete job description can be obtained in the Pennington County Auditor-Treasurer's Office, 101 Main Ave N, P.O. Box 616, Thief River Falls, MN 56701 or online at:  
<http://co.pennington.mn.us>.

Application deadline: Position open until filled.

***PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***

## POSITION DESCRIPTION PENNINGTON COUNTY

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Deputy Recorder/Auditor-Treasurer	<b>Department:</b> Recorder/Auditor
<b>Immediate Supervisor's Position Title:</b> County Recorder/Auditor-Treasurer	<b>FLSA Status:</b> Non-Exempt
<b>Job Summary:</b>  Under the direction of the County Recorder and County Auditor-Treasurer, the Deputy Recorder/Auditor-Treasurer is responsible for assisting the public in accepting & recording documents; vital statistics, military discharges; providing notary copies of documents, genealogy and real estate searches; backup and support in recordkeeping; receipting and posting of department fees; elections assistance; handling and issuance of auctioneer, liquor, tobacco, and game/fish licenses; processing real estate documents; receipting and posting of tax payments; backup payroll processing; other activities of the offices in accordance with applicable rules, laws, regulations and departmental operations.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<p><u>Recorder's Office</u></p> <ul style="list-style-type: none"> <li>• Provide customer service to the public in person, via email, phone, mail, or fax to determine their needs and assist with questions pertaining to Recorder's office.</li> <li>• Reviews and inspects documents for accuracy and proper fees. Indexes documents by document number, Grantor/Grantee index, legal descriptions and various other fields and scans document image into the recording/imaging system in accordance with operational procedures.</li> <li>• Accept and records Notary Commissions, Military Discharges, and Minister's Credentials according to Statutes.</li> <li>• Provide certified copies of real estate documents, marriages, births, and deaths per public requests.</li> <li>• Explain, review, prepare and issue marriage applications, licenses, and certificates. Maintain marriage index and statewide database.</li> <li>• Other duties of Recorder's office as assigned and/or required.</li> </ul> <p><u>Auditor's Office</u></p> <ul style="list-style-type: none"> <li>• Processes real estate transfers and records; files all documents, verifies real estate certificates, mortgage registration tax, records, and descriptions.</li> <li>• Provide customer service to the public in person, via email, phone, mail, or fax to determine their needs and assist with questions pertaining to Auditor-Treasurer's office.</li> <li>• Accounts payable and accounts receivable.</li> <li>• Receipts and posts department fees to appropriate individual accounts.</li> <li>• Issuance of auctioneer, liquor, tobacco, and game/fish licenses.</li> <li>• Assists in the administration and maintenance of voter registration activities and election processes.</li> <li>• Receipts and posts delinquent tax payments.</li> <li>• Provide clerical support as needed: typing letters, memorandums, minutes, etc.</li> <li>• Other duties of the Auditor-Treasurer's office as assigned and/or required.</li> </ul>
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**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<p><b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b></p>			
<p><b>REQUIRED EDUCATION/TRAINING: (choose one)</b></p>		<p><b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b></p>	
	<p>less than high school diploma</p>		<p>AA Degree</p>
	<p>High school diploma or GED.</p>		<p><b>Major field of study or degree emphasis:</b>  Accounting, Business, Real Estate, or related area</p>
	<p>1 year college</p>	<p>x    2 years college</p>	
	<p>3 years college</p>	<p>4 years college</p>	
	<p>1st year graduate level</p>		<p><b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the operations, functions, procedures, and techniques applied to recording documents in the Recorder’s Office.</li> <li>• Knowledge of office and records management.</li> <li>• Knowledge of customer service practices and office etiquette.</li> <li>• Knowledge of real estate/land descriptions.</li> <li>• Fundamentals of general and governmental accounting and bookkeeping procedures, standards, and practices.</li> <li>• General knowledge of laws, rules, statutes and regulation pertaining to real estate, vital statistics, UCC, tax reporting, elections, property tax collections/distributions, payroll, etc.</li> <li>• County administrative rules, guidelines, and procedures.</li> <li>• Knowledge of computer operations, specialized software programs, general business equipment, software and accounting packages used within the departments.</li> </ul>
	<p>2nd year graduate level</p>		
	<p>Doctoral Degree</p>		
<p><b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 1-2 years related experience; Relevant post-secondary experience can substitute for experience on an equivalent basis.</p>			
<p><b>LICENSE/ CERTIFICATION</b></p>		<p><b>Identify licenses/certification required:</b> MN Driver’s License, Notary License, MN Dept. of Health Registration and Certificate Program. May require MN Dept. of Revenue Property Tax Calculation Certification and County Election Administrator Certification after employment depending upon the needs of the department after employment.</p>	



RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
N/A	0
<b>TOTAL</b>	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: N/A	Total: 0

<p><b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b></p>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Performing duties requiring customer service orientation, public relation skills, and attention to office etiquette in the exchange of accurate information.</li> <li>• Establishing and maintaining effective working relationships with employees, other departments, the general public, and other governmental agencies.</li> <li>• Learning, understanding, and applying statutes, regulations, and guidelines pertaining to departmental recording, processing, and documenting activities, functions, and job responsibilities.</li> <li>• Reading legal descriptions, legal documents, and other documents presented by the public.</li> <li>• Performing job assignments requiring considerable attention to detail, accuracy, and precision.</li> <li>• Operating and scanning documents for appropriate information.</li> <li>• Implementing, performing, and maintaining county wide accounting and financial recordkeeping for the County in accordance with departmental processes and procedures.</li> <li>• Preparing and generating financial reports and summaries required by federal, state, or local officials.</li> <li>• Operating, using, and applying software, applications, or specialized programs used within the Auditor's and Recorder's office.</li> <li>• Processing and real estate transfers, land transactions, and documents.</li> <li>• Distributing tax statements and recording of receipts, fees, and delinquent tax payments.</li> <li>• Preparing and presenting numerical and narrative reports, abstracts, or other documents.</li> <li>• Knowledge of election law; assisting in election activities and processes.</li> <li>• Time management skills.</li> </ul>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			x	
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties of the job are primarily accounting and administrative support in nature performed in a typical County office. While the incumbent may be subject occasionally to irate or angry citizens making the job less than desirable, the physical and environmental hazards and risks associated with the job can be characterized as minimal.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.</p>

## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

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**Date**

**Classification History:**

Prepared in part 3/2012 by BCC; Revised 01/2022 by Pennington County

