**JOB DESCRIPTION**

**Date Updated:** 5-6-2021 **Position Title:** Deputy County Recorder

**Department:** County Recorder **Supervisor:** County Recorder

1. **DESCRIPTION OF WORK**
2. **Job Summary**

Professional position, administer, manages, supervises, participates in and carries out the statutory responsibilities, operations, functions and activities of the County Recorder’s Office outlined by the North Dakota Century Code (NDCC) as directed and assigned by and in the absence of the County Recorder.

1. **Supervision Received**

General guidance and direction will be given from the County Recorder.

1. **GENERAL DUTIES**

Assists and participates in the organization, direction and coordinating of all operations, functions and activities of the county Recorder’s Office. Assumes the responsibilities of the County Recorder’s office in his/her absence, including some decision making and authority as delegated by the County Recorder in carrying out the statutory duties and responsibilities set out by the NDCC:

1. Assist recorder in maintaining developed system to record or file instruments including how documents are to be numbered and priority of filing.
2. Assist recorder in maintaining developed system of tract indexes to be kept for transfer and liens.
3. Assist recorder in maintaining grantor/grantee indexes for miscellaneous, mortgage and deed transactions.
4. Assist recorder in maintain developed system for entering all old documents in order to have all records digitized, as well as entering the images and data efficiently and effectively.
5. Assist recorder in maintaining developed system used to process e-recording within the indexing/imaging system in the County Recorder’s office as well as communicating with the Treasurer’s Office about ACH funds being deposited for the fees of e-recorded documents.

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1. Assist recorder in maintaining developed filing systems for all miscellaneous documents retained in the office of the County Recorder.
2. Assist recorder in maintaining developed system which notifies the auditor of transfers as well as notifying the tax director of tax roll changes.
3. Open, sort and distribute mail as well as inspect, accept or reject instruments presented for recording or filing.
4. Assist recorder in maintenance of reception and fee information.
5. Assist recorder in maintenance and operation of computerized County Recorder’s Indexing/Imaging system.
6. Assist recorder in maintaining developed system for balancing fee books each week and month end and preparing of revenue voucher of collected fees for County Treasurer monthly.
7. Assist recorder in maintenance and operation of all books and microfilm within the County Recorder’s office.
8. Assist public in research of county records and provide copies for the public as requested which includes interaction on a regular basis with other county officials, taxpayers, banks, real estate firms, attorneys, abstract companies, mortgage companies and government agencies.
9. Assist public in use of computer terminals designated for public use to access information in the County Recorder’s office.
10. Operate various office machines and computer systems used in the County Recorder’s office.
11. Interact positively with the public, employees and county departments.
12. Assist recorder in maintaining counties participation in the download process to the Central Repository of the North Dakota Recorders Information Network (NDRIN) for the preservation of all Ransom County electronic data and images.
13. Assist recorder in maintaining developed system for depository of wills.
14. Assist recorder in maintaining filing and indexing system of all burial permit records filed within the county.
15. Assist recorder in maintaining filing and indexing system of all monument corner records filed within the county.

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1. Assist recorder in maintaining developed filing and indexing system of all Plat records filed within the county as well as communicate with the Tax Director and Auditor along with being familiar with Plat requirements.
2. Perform other duties related to work in the County Recorder’s office assigned by the County Recorder.
3. **ESSENTIAL FUNCTIONS**
4. **Required Knowledge, Skills & Abilities**

* Thorough knowledge of modern office practices, procedures, equipment, record keeping, filing systems and computer software and systems.
* Considerable knowledge of computers, computer programs, scanning equipment and various office machines.
* Knowledge of NDCC statutes pertaining to the Office of County Recorder.
* Knowledge of real estate and legal descriptions.
* Excellent telephone skills.
* Excellent typing skills.
* Excellent organizational skills.
* Ability to determine time, place and sequence of operations within the office, coordinating activities of other personnel as well as their own.
* Ability to establish and maintain effective working relationships with employees, other agencies and the public.
* Ability to follow written and verbal requests.
* Ability to communicate effectively verbally and in writing.

1. **Physical Demands**

* Ability to lift, carry, push, pull or otherwise move objects weighing up to 50 lbs.
* Ability to sit/stand at a desk for long periods of time.
* Ability to stand in excess of 2 hours or more.
* Ability to ascend and descend step stools and/or small ladders.
* Ability to use equipment that requires a high degree of dexterity.
* Ability to use eye, neck, shoulder, arm, wrist and hand movement for long periods of time in computer operation and manual writing processes.

1. **Working Conditions**

* Office or other environmentally controlled room.
* May be required to work irregular hours in order to carry out essential functions of the County Recorder’s office.

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1. **Education & Experience**

* High School graduate or equivalent. Prefer 2 + years of college and business experience.
* Experience in prior office, computer, computer programs and office machines are essential. Prefer legal secretarial experience and knowledge in land descriptions and public relations.

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

**Equal Opportunity Employer:**

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of North Dakota Human Rights Act.

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