**Position Objective:**

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

**Primary Responsibilities:**

The following is a list of responsibilities for this position and is not intended to be a complete list.

* Answer and respond to incoming calls, transferring calls, taking messages on a multi-line phone system and/or directing inquiries to the appropriate department.
* Responsible for the transfer of deeds and legal documents by verifying taxes are paid and chain of title and legal description are accurate before allowing transfer.
* Enter bills and invoices into accounting system and process accounts payable checks.
* Assist in preparing various monthly, quarterly and annual financial reports including but not limited to: department reports, grant reports, levy sheets and budget reports.
* Conduct tax foreclosure process in accordance with North Dakota Century Code.
* Conduct sales of County-owned property in accordance with North Dakota Century Code.
* Issue various licenses and permits including but not limited to: cabin, pasture/hay land, boat docks, beer and liquor applications and licenses, raffle permits and site authorizations.
* Prepare and distribute monthly tax apportionment direct deposits for local governments such as cities, school, townships and rural fire districts.
* Prepare budget packets for distribution to local government entities and outside agencies and follow-up to ensure budgets are returned.
* Record, draft, edit and publish County Commission meeting agenda and minutes for clarity, punctuation, spelling, and enter warrant information into minutes.
* Research and analyze a variety of records including but not limited to: financial records, warrants, election records, school information and commission meetings.
* Assist in the preparation for elections including organize election workers, prepare and mail election correspondence, process and issue absentee and UOCAVA ballots, update poll books and voter listings.
* Provide direct and frequent communication with employees, the public, professional businesses and governmental agencies; respond to inquiries and requests in a professional manner.
* 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.

**Qualifications:**

Post high school accounting or bookkeeping education and/or an Associate’s degree relating to accounting or equivalent combination of education and experience preferred. Must exhibit professional skills when working with the public. Computer experience, bookkeeping/accounting, spreadsheets, databases and maintaining accurate records are skills for optimum job performance.

**Accountabilities Shared By All Employees:**

* Perform job responsibilities in a manner consistent with the County’s vision, mission and values.
* Develop and maintain a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
* Develop respectful and cooperative working relationships with co-workers.
* Inform County Auditor of all important matters pertaining to assigned job responsibilities.
* Seek opportunities for further personal growth and development.
* Represent the County in a professional manner to all internal and external contacts when conducting County business.
* Comply with all rules and policies in order to maintain a safe work environment.

**Work Environment and Physical Demands:**

Primary responsibilities are similar to that expected in a typical office environment including sitting, standing, some eye-hand coordination, some lifting of various books and documents at times up to 15-35 pounds. Occasional travel to off-site locations and minimal attendance at meetings may be required. Various office machines are used including but not limited to a desktop computer, telephone, calculator, copier, scanner and fax machine. Position will have infrequent exposure to health hazards and accidents.

**Supervisory Responsibility:**

Position has no supervisory responsibilities.

**Extent of Supervision or Guidance Provided:**

Work is performed under the general supervision of the Ransom County Auditor

**Position Type/Expected Hours of Work:**

Full-time position: Monday through Friday, 8:00 a.m. to 4:30 p.m. Occasional evening work may be required as job duties demand.

**EEO Statement:**

Ransom County does not discriminate on the basis of race, color, sexual orientation, age, national or ethnic origin, disability, or any other legally protected status in employment or the provision of services and complies with the provisions of North Dakota Human Rights Act.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Signature Date