# RENVILLE COUNTY JOB DESCRIPTION
# 205 Main St E, Mohall, ND 58761

**Position Title:** Deputy Recorder/Deputy Clerk of Court, JDA, Planning and Zoning
**Department:** County Recorder
**Location:** Renville County Courthouse – Mohall
**Reports To:** County Recorder, County JDA Board, County Planning and Zoning Board
**FLSA Status:** Non-Exempt
**Employment:** Full Time, Regular
**Work Schedule:** Monday through Friday, 9:00 a.m. – 4:30 p.m. (½ hour lunch)

## POSITION PURPOSE

This position will handle multiple duties to include:

- Providing administrative and clerical support to County Recorder/Clerk of Court, managing all JDA duties, and acting as the Planning and Zoning Admin for County.

Ideal candidate is a self-starter with the ability to quickly adapt to shifting priorities, new assignments, and evolving deadlines.

## ESSENTIAL FUNCTIONS

The duties listed below are representative of the essential functions of the position. This is not an all-inclusive list and may be modified based on requirements added by the County Recorder/Clerk of Court or County Commissioners.

**Deputy Recorder/Deputy Clerk of Court Duties:**

- Process documents submitted for recording.
- Assist the public with locating and accessing recorded documents.
- Assist with filing and maintaining court records and case documentation.
- Answer telephone inquiries and respond to requests for information or records.
- Collect and receipt recording fees, filing fees, and other payments.

**Job Development Authority (JDA):**

- Assist County in management of Economic Development activities.
- Provide technical assistance to organizations in Renville County and ***attend monthly meetings*** such as JDA Board Meeting, Chamber of Commerce and others to be determined.
- Answer inquiries to current activities and prepare monthly newspaper column to keep residents informed about JDA issues and projects.
- Administer and prepare agenda for Board of Directors for all meetings.
- Prepare annual budget, manage funds, and provide financial updates to Renville County Job Development Authority Board, County Auditor and Renville County Commissioners as requested.

**Planning and Zoning Duties:**

- Administer and enforce County Zoning Ordinance and Subdivision Regulations.
- Review and process permits, variances, and subdivision applications.

- Provide support to Planning/Zoning Board, including preparing agenda reports.
- Conduct site inspections to ensure compliance with zoning regulations.
- Investigate complaints and coordinate enforcement actions as necessary.
- Assist with development and updates to the County Comprehensive Plan.
- Provide information and guidance to property owners, developers, and the public regarding land use regulations.

## MINIMUM QUALIFICATIONS

- High school diploma.
- Experience in clerical, records management, or government administration preferred.
- Basic knowledge of office procedures and computer applications.
- Ability to maintain confidentiality of sensitive information.
- Successful completion of any required background screening.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational skills with attention to detail.
- Proficiency with computers and standard office software.
- Must obtain Passport Acceptance Agent Certification and ND Notary within 90 days.

## PHYSICAL REQUIREMENTS

- Frequent sitting, standing, and use of computer equipment.
- Occasional lifting of files or record boxes up to 30 pounds.

## WORK ENVIRONMENT

Work is performed primarily in an office setting within the Renville County Courthouse, however, it will require attending outside meetings as directed by County Recorder, RCJDA Board, and Renville County Planning and Zoning Board. The position involves regular interaction with the public and other county departments.

## EMPLOYMENT CONDITIONS

- This position is subject to applicable Renville County personnel policies.
- This job description does not constitute a contract of employment.
- Renville County reserves the right to modify job responsibilities as needs require.

## EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received and reviewed the job description for the position of Deputy Recorder/Deputy Clerk of Court, JDA, Planning and Zoning and understand the duties and responsibilities associated with the position.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

County Representative Name (Printed): _____

County Representative Signature: _____ Date: _____

# RENVILLE COUNTY
# EMPLOYMENT APPLICATION

## Personal Information

**Full Name:** _____ **Date:** _____

**Address:** _____

**City:** _____ **State:** _____ **Zip:** _____

**Position Applying For:** _____

**Phone:** _____ **Email:**_____

**Employment Type:** ☐ Full Time ☐ Part Time ☐ Seasonal / Temporary

## Employment Eligibility

**Can you provide required proof of your eligibility to work in the US?** ☐ Yes ☐ No

**Have you ever worked for Renville County?** ☐ Yes ☐ No

**If YES, write the start and stop dates:** _____

**Have you ever been convicted of a felony?** ☐ Yes ☐ No

**If YES, please explain:** _____

## Education

**High School:** _____City/State_____

From:_____ To:_____
Graduated/Received Diploma? ☐ Yes ☐ No ☐ Still Attending

**College:** _____City/State_____

From:_____ To:_____
Degree? ☐ Yes ☐ No Major Area of Study:_____Minor:_____

**College (other):** _____City/State_____

From:_____ To:_____
Degree? ☐ Yes ☐ No Major Area of Study:_____Minor: _____

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## Work Experience

**Most Recent Employer:**
Company Name: _____
Job Title: _____
Start Date: _____ End Date: _____

Supervisor Name: _____
Supervisor Phone: _____

Job Responsibilities:

_____
_____

Reason for Leaving:

_____
_____

**Previous Employer:**
Company Name: _____
Job Title: _____
Start Date: _____ End Date: _____

Supervisor Name: _____
Supervisor Phone: _____

Job Responsibilities:

_____
_____

Reason for Leaving:

_____
_____

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## Skills & Qualifications

List any skills, certifications, or training relevant to the position:

_____
_____
_____
_____

## References

**Reference #1**
Name: _____

Relationship: _____ Phone: _____

**Reference #2**
Name: _____

Relationship: _____ Phone: _____

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## Applicant Statement

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that providing false or misleading information may result in disqualification or termination of employment if hired.

Applicant Signature: _____

Printed Name: _____

Date: _____

**Renville County considers applicants for all positions without regard to race, color, religion, sexual orientation, national origin, age, disability, We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, or any other legally protected status.**