

# RENVILLE COUNTY JOB DESCRIPTION

## 205 Main St E, Mohall, ND 58761

**Position Title:** Deputy Recorder

**Department:** County Recorder

**Location:** Renville County Courthouse – Mohall

**Reports To:** County Recorder

**FLSA Status:** Hourly

**Employment:** Part-Time

**Work Schedule:** *Prefer* 10:00 AM – 2:00 PM, Monday through Friday. Willing to be flexible with days and hours.

### POSITION PURPOSE

This position will handle multiple duties to include:

- Provide administrative and clerical support for County Recorder in maintaining official county records.

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.

#### Deputy Recorder Duties:

- 1. Recording and Records Administration**
  - Process documents submitted for recording.
  - Assist the public with locating and accessing recorded documents.
- 2. Clerk of District Court Support**
  - Assist with filing and maintaining court records and case documentation.
- 3. Public Assistance and Customer Service**
  - Answer telephone inquiries and respond to requests for information or records.
- 4. Financial and Administrative Duties**
  - Collect and receipt recording fees, filing fees, and other payments.

#### Administrative Duties:

- Answer phones and other duties as assigned.

### MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- 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 be able to obtain Title of Passport Acceptance Agent and ND Notary Public.

## **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. 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 and understand the duties and responsibilities associated with the position.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Representative Name (Printed): \_\_\_\_\_

County Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_