

Wells County, North Dakota

Wells County Courthouse
Office of Recorder
700 Railway ST N #125
Fessenden, ND 58438
(701) 547-3141

Job Description

Job Title: Deputy Recorder	Job Status: Full-Time
Department: Recorder	FLSA: Status: Non-Exempt
Reports To: Recorder	Effective Date: October 2019

❖ Nature of Work:

The Deputy Recorder assists the County Recorder in carrying out the statutory responsibilities, functions, and activities of the office of Recorder as outlined in North Dakota Century Code, Chapter 11-18 and to manage all aspects of the office in the absence of the County Recorder. Work is performed under the general direction of the Recorder.

❖ Essential Functions of Work: Recorder

- Assist the County Recorder in performing all responsibilities of County Recorder as outlined in North Dakota Century Code Chapters 11 – 18.
- Assist the County Recorder in keeping an accurate account of all fees taken in and to deposit such fees to the correct accounts to the County Treasurer.
- Assist the County Recorder in providing a monthly report of all fees to the County Treasurer and County Auditor.
- Assist the County Recorder in information needed when county audit is being performed.
- Prepare documents for recording or filing, including proofing and verifying for accuracy and completeness, as well as calculating the fees as set forth by state law.
- Provide correspondence for incomplete documents with explanations of missing or incorrect data and/or fees.
- Utilize document recording software for the purpose of placing documents of record, to include data entry of required fields, and the generating and affixing of recording labels to documents.
- Utilize document imaging software to provide for the imaging of documents, verifying quality and correctness, to include rescanning of unacceptable or unreadable documents.
- Accurately index recorded documents by data entry into recording software and the index books (including all cities, subdivisions, platted or unplatted, and agricultural land) located in Wells County.
- Assist public with information gathering for the purpose of verifying property ownership and lienholders, developing appraisals, searching for family historical data and a wide variety of purposes.

- Assist the public with requests for copies or certified copies
- Prepare and send document reports as requested.
- Process outgoing mail.
- All duties related to Passport Acceptance Facility Agent.
 - Meet and maintain eligibility and training to be Passport Acceptance Agent.
 - Distribute, accept, and administer oaths in connection with Passport applications, insure required documentation, and expedite the mailing process.
 - Maintain and order Passport forms as needed and maintain correspondence from the Passport Agency.
- All duties related to issuing marriage licenses.
 - Receive applications and issue marriage licenses.
 - Answer marriage license inquiries.
 - Issue certified copies and regular copies, as needed.
 - Maintain the permanent marriage records.
- All duties related to filing and maintaining burial permits in accordance with state law.
 - File and maintain burial permits in accordance with state law.
 - Issue copies, if requested.
- All duties related to the filing of wills and Military Discharge papers (DD-214's) in accordance with state law.
 - File, maintain, and ensure confidentiality of wills in accordance with state law.
 - File and issue copies of Military Discharge papers to the appropriate individual and maintain the permanent record.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Recorder, as required or assigned by the Recorder.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to perform light physical work and carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Software skills in Microsoft Word, Outlook, and Excel.
- Ability to manage all aspects of the County Recorder's office in the absence of the Recorder.
- Keyboarding efficiency.
- Must possess excellent interpersonal skills including written and verbal.
- Knowledge of legal land descriptions after six months of employment.
- Ability to work independently, prioritize, and perform multiple tasks.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience :**

- High School diploma or GED.
- One year of clerical work experience. Coursework in a vocational office support or closely related program may substitute for the work experience requirement.

❖ **Necessary Special Qualifications**

- Ability to become a certified Passport Acceptance Agent.

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Deputy Recorder related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the Recorder. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.