

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: Recorder	Job Status: Full-Time
Department: Recorder	FLSA: Status: N/A (Elected)
Reports To: Electorate	Effective Date: October 2019

❖ Nature of Work:

As a duly elected official, is responsible for duties as County Recorder as outlined in North Dakota Century Code, Chapter 11-18. The scope of the Recorder's duties are to keep a full and true record, in proper books or other storage media provided for that purpose, of each patent, deed, mortgage, bill of sale, security agreement, judgment, decree, lien, certificate of sale, and other instrument required to be filed or admitted to record, if the person offering the instrument for filing or recording pays to the recorder the fees provided by law for the filing or recording and manage all aspects of the office including non-judicial duties; which includes executing passport applications, files wills for safekeeping, issues marriage licenses and performs marriage ceremonies.

❖ Essential Functions of Work: Recorder

- Perform all responsibilities of Recorder as outlined in North Dakota Century Code Chapters 11 – 18.
- Keep an accurate account of all fees taken in and to deposit such fees to the correct accounts to the County Treasurer.
- Provide a monthly report of all fees to the County Treasurer and County Auditor.
- Assist the Auditor 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.
- Maintain Wells County's site on NDIRN (North Dakota Recorders Information Network) and complete an NDIRN export, daily.
- Assist other county offices in regard to needs of their respective offices.
- Search records and compile information to assist in tax foreclosure proceedings.
- Manage the Recorder's webpage on the Wells County website.
- 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 DD-214's.
 - 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.
- All duties related to the responsibility of the keeping of election ballots.
 - Accept all ballots on election night and put them into safe storage, maintaining them for 22 months.
 - Assist Auditor on election nights.
 - Sit on the canvassing board and assist in recounts.
- Maintains office staff by recruiting, selecting, orienting, training, coaching, and disciplining employees, planning, monitoring, and appraising job results.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Recorder, as required.

❖ **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 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.
- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to Auditor related duties.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience :**

- Must be duly elected by the citizens of Wells County.
- Minimum of 5 years in management and supervisory roles would be beneficial but not required.
- Bachelor's Degree in Public or Business Administration, Finance or Accounting would be beneficial but not required.

❖ **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 Recorder related positions. The job description does not constitute an employment contract or an employment agreement. 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.