

BOTTINEAU COUNTY

Department: Auditor Title: Clerk

Immediate Supervisor : Auditor Status: Non-Exempt

**1. General Summary of Responsibilities:**

Responsible for general office duties and operations.

**2. Specific Responsibilities:**

- Provide walk in or telephone customers needed information and/or answers to their questions in a manner, which is understandable to the customer.
- Handle customers diplomatically who may have sensitive inquiries or complaints.
- Stamp vouchers paid and enter in the bill index.
- Prepare vouchers for payment and issue warrant checks.
- Send out forms to townships, cities, fire districts, etc.
- Run special assessment sheets to be sent to the appropriate entities.
- Enter special assessments for placement on the tax lists.
- Send applications and ballots to absentee voters, maintain the central voter system, and help with other election duties as assigned.
- Keep a monthly record of inventory and assuring that records balance.
- Transfer deeds received from the County Recorder and comply with the proper procedure for transfer of property.
- Help maintain the Auditor's social media pages.
- Prepare vouchers and distribute collected taxes to political entities.
- Filing and other general office duties.

**3. Position Qualifications:**

- High school diploma or equivalent, required. Experience in an office or administrative positions required.
- Ability to use computers and Excel and Word Programs and other office equipment, required.
- Possess knowledge in financial management, required.
- Ability to read and comprehend simple instructions and follow directions, required.
- Ability to use common sense in solving problems, required.
- Ability to organize work, prioritize and work independently, required.
- Ability to use computer, telephone, fax, copiers and adding machine, required.
- Ability to communicate orally and in written format, required.
- Ability to perform the essential functions of the position, required.
- Ability to adapt easily to change, handle stressful situations, required.
- Ability to maintain harmonious relationships with team members, required.