



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

DATE: March, 2019

JOB TITLE: Deputy Auditor/Treasurer – License Clerk– Board Admin

DEPARTMENT: Auditor/Treasurer

JOB GRADE: 11

FLSA: Non-Exempt & Non-Union

REPORTS TO: Auditor/Treasurer

SUPERVISES: N/A

GENERAL DUTIES:

License Clerk

Performs all activities related to the sale and administration of motor vehicle, driver's licenses and sale of DNR Registrations, assists with property tax and other clerical office duties, administers Lodging Tax Collection.

County Board Administrative

In this role, incumbent coordinates, plans and directs various administrative services for the Board of County Commissioners. Administrative functions includes: preparation of agendas, recording minutes of Board meetings, and communications between the County Board and Agenda attendees. Must possess Parliamentary Certification and be knowledgeable in Minnesota Open Meeting Law requirements.

MINIMUM QUALIFICATIONS:

- Associate degree and two years of related experience, or equivalent
- Ability to be bonded
- Good communication skills
- Valid Minnesota Driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess an aptitude for attention to detail;
- Knowledge of office procedures and practices including the ability to manage data and communications, the ability to maintain clerical records and a filing system;
- Working knowledge of the Minnesota Statutes as they pertain to the County Auditor/Treasurer office, County Commissioners and County Government;
- Ability to accept responsibility and to think complex problems, resolutions and motions through independently and arrive at a logical conclusion;
- Proficient with MS Office suite and other office machines;
- Effective oral and written communication skills; possess exceptional public relations skills;
- Knowledge of the organization and operation of related local, state and federal governments;

- Ability to work in a demanding, stressful environment with multiple tasks occurring simultaneously and meet deadlines in a proficient, accurate and professional manner, i.e., be able to prioritize;
- Ability to develop and maintain effective working relationships with staff, other professionals and the general public;
- Ability to pass and maintain Title Clerk Certification program through the Department of Public Safety.

ESSENTIAL FUNCTIONS:

- **Deputy Auditor/ License Clerk**
 - ✓ Accepts new to state, title transfers, renewals, special applications of all Motor Vehicle/ DNR registrations.
 - ✓ Accepts Driver's Licenses renewal, new to state, revoked, suspended applications, verify proper identification and documentation and review for completeness of Driver's License requirements.
 - ✓ Collects appropriate fees, and prepares receipts for fees received for services, and amount due to state.
- Administers Lodging Tax collection.
- Assists with election, real estate, delinquent taxes, mortgage registration, and tax forfeited land.
- **County Board Administrative Duties:**
 - ✓ Coordinates the preparation of the agenda for Board meetings and organizes background information, correspondence and documents to accompany the agendas. Assures that the Commissioners receive agendas and data in a timely manner.
 - ✓ Prepares and coordinates the official records of Board minutes, resolutions and County Board actions; maintains permanent record of same.
 - ✓ Conducts research of specific issues as directed by the County Board.
 - ✓ Processes County Board correspondence and conducts research of specific issues as directed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Maintains confidentiality regarding records as required by the Data Privacy Act.
- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

This position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas.

This position incurs frequent sitting and a moderate amount of standing. There is frequent use of a computer and intermittent lifting up to 40 pounds in file boxes. Workers may occasionally need to deal with public complaints or strong verbal demands.

SAFETY DUTIES:

- Cooperates with the County's Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies. Attends all required safety training sessions.