

EMMONS COUNTY JOB DESCRIPTION  
**Deputy Auditor**

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**DEPARTMENT:** Auditor/Treasurer  
**REPORTS TO:** Auditor  
**FLSA STATUS:** Non-exempt  
**DATE:** April 2019

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**JOB SUMMARY:** Performs difficult professional and administrative work, with an emphasis in accounting and finance, in assisting with the daily operations of the Auditor's Office.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Responsible for compiling utility valuations using the ND State Tax Department's "TAP" software program.
- Responsible for compiling real estate valuations for townships, school districts and fire districts.
- Prepares and maintains fixed asset inventory reports.
- Posting of revenues and expenditures to the general ledger to obtain checks and balances between the Auditor and Treasurer Offices.
- Assists with issuing licenses for ND Game and Fish activities.
- Transfers deeds and plats.
- Responsible for raffle permits, liquor licenses and building permits.
- Compiles a monthly report of statement of budgeted to actual expenditures.
- Responsible for accounts receivables and billings.
- Responsible for tax deed proceedings.
- Assists in all functions of the election process.
- Performs all duties imposed by law in the absence of the County Auditor/Treasurer which includes attending and taking minutes of County Commission Meetings.
- Performs other duties as assigned by the County Auditor/Treasurer.

**ACCOUNTABILITIES:**

- Ensure integrity, safety and accuracy of accounting records.
- Maintain confidentiality regarding records as required by the ND Century Code.
- Create a positive and productive work atmosphere by communicating and maintaining a professional manner and a team-like environment with other employees and members of the public.
- Must be able to manage stressful situations.
- Must be willing to learn and work with software programs associated with the ND Tax Commissioner and the ND Secretary of State's offices.
- Must be able to travel to any training associated with the Auditor's Office.
- On all Election Days – must be able to work late hours until the polls are closed and all election votes are tallied and uploaded to the ND Secretary of State's Office.

**JOB QUALIFICATIONS, EXPERIENCE AND EDUCATION:**

- Must be a high school graduate or GED certified, 18 years of age or above.
- Excellent computer skills, including, but not limited to, proficiency with Microsoft Excel and Word.
- Good communication skills
- Valid ND Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of accounting practices.
- Knowledge of modern office practices, procedures, methods, and equipment.
- Ability to communicate effectively, orally and in writing; possess exceptional public relations skills.
- Ability to establish and maintain effective working relationships.
- Must be able to adapt to changes in ND State Law.

**WORKING CONDITIONS/PHYSICAL AND MENTAL DEMANDS:**

- Physical environment consists of a desk job in the standard environment. Will include physical motions of finger dexterity for frequent use of computer keyboard and monitor, sitting and standing motions.
- Ability to meet deadlines, handle hostile situations with regard to taxpayer situations and general public, and the ability to deal with work-related stress.

**STARTING SALARY:**

\$2,914.02 with one-year probation.

Salary will increase 10% after successful completion of one-year probation period.

**BENEFITS:**

Health Insurance—Emmons County pays 100% of a single or family policy for regular full-time employees and pro-rates the percentage for regular part-time employees.

Retirement—Emmons County participates in the ND Public Employees Retirement System (NDPERS) Retirement Plan. The County pays the employees' contribution at 7% of base pay and also matches this at 8.26% of base pay. (A total of 15.26% of base pay.) Participation is automatic with the first day of employment.

Life Insurance Policy—County pays for \$7,000 coverage.

Annual Leave Accrual—Accrual is pro-rated for regular part-time employees based on the number of hours worked as shown below:

- 0-1 years of service – 5 working days
- 2-6 years of service – 10 working days
- 7-15 years of service – 15 working days
- 16-20 years of service – 20 working days
- 21 plus years of service – 25 working days

Sick leave is earned at the rate of one day per month and prorated for regular part-time employees based on the number of hours.

Holidays are based by County Policy: Regular part-time employees shall receive holiday pay based on the prorated number of hours worked.

**CLARIFICATION CLAUSE:**

This job description is not intended and should not be construed to be a complete list of all duties, skills, 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 Auditor related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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**Employee Signature**

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**Date**