

EMMONS COUNTY JOB DESCRIPTION
Deputy Clerk of District Court/Deputy Recorder

DEPARTMENT: Clerk of District Court/Recorder Office
REPORTS TO: Clerk of District Court/Recorder
FLSA STATUS: Non-exempt
DATE: February 2023

JOB SUMMARY: Under supervision of the Clerk of District Court/Recorder, requires the ability to navigate and understand the software, learn, and apply procedures and rules, attention to detail, excellent customer service; adapt to frequent changes, show initiative, and be dependable.

PRIMARY DUTIES AND RESPONSIBILITIES (Deputy Clerk of District Court):

- Responsible for performing the duties associated with case management activities of criminal, civil, traffic, or other cases before the district court from initial filing to final disposition.
- Perform court operations involved in the scheduling, handling, and preparing of court calendars in accordance with the directives of the Clerk of Court.
- Receive and review incoming documents to determine conformity to court procedures, laws and rules. Route documents to proper offices and persons.
- Ensure that cases are assigned to judicial officers in accordance with the district's caseflow plan. Provide proper notice to parties of case numbers and judge assignments.
- Record incoming documents, case proceedings, and dispositions into the Court's case management system. Process court orders, notices and reports in accordance with business practices and established procedures.
- Receive and record all fees, fines, bonds, restitution or other receipts submitted to the Clerk of Court's Office.
- Receive, answer, and route telephone calls to appropriate parties. Provide assistance to the public in their requests for information that do not involve legal advice, confidentiality, or right-to-know laws.
- Implement court procedures and rules. Relate court documents to hearings and relate events to each other.
- Search criminal, civil, traffic and judgment records.
- Ensure quality of court records by reviewing files and monitoring various reports so that the Court's records are maintained accurately and timely.
- Perform other duties of a comparable level or type.

PRIMARY DUTIES AND RESPONSIBILITIES (Deputy Recorder):

- Keep a record of each patent, deed, mortgage, bill of sale, security agreement, judgment, decree, lien, certificate of sale and other instruments required to be filed or recorded in proper books provided for such recording, upon receipt of the filing or recording fees.
- Notate the date, hour and minute when each document is recorded and the document number.
- Maintain a land tract index.
- Assist the public in finding information as found in the real estate records.

- File and maintain Burial Permits.
- File Wills for safekeeping.
- Issue and maintain Marriage Licenses.
- Keep a full and true record in proper books and storage media provided for that purpose, of legal documents according to specifications of North Dakota Statutes as set forth in the North Dakota Century Code.
- Maintain and preserve an archival copy of those records for public use.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern office practices, procedures, methods, and equipment.
- Knowledge and understanding of legal terminology, court documents, court routines, and operations.
- Knowledge of general laws, rules, policies, and procedures pertaining to the court.
- Effective, courteous, and professional interpersonal and customer service skills adaptable to a diverse range of individuals.
- Skilled in district court operations and routines of case processing and scheduling.
- Skilled in preparing and processing of legal documents, orders, judgments, or reports.
- Skilled in reading, understanding, and applying statutes and legal procedures/terminology.
- Written communication skills to prepare reports, memos, and letters.
- Strong attention to detail ensuring accuracy of work.
- Ability to efficiently organize and prioritize work to process court documents.
- Skilled in the use of word processing and specialized court/case management software.
- Ability to work in a highly structured environment.
- Ability to adapt to frequent changes quickly and positively.
- Ability to show initiative

WORKING CONDITIONS/PHYSICAL AND MENTAL DEMANDS:

- Physical environment consists of standing, walking, sitting, bending, twisting, kneeling, reaching, and talking. Will include physical motions of finger dexterity for frequent use of computer keyboard and monitor, sitting and standing motions. Hand/eye coordination and ability to hear in person or via telephone.
- Ability to see and read instruction and reports.
- Ability to lift up to 40 pounds.

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 principal job elements essential in maintaining the Deputy Clerk of District Court/Deputy recorder position. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

Employee Signature

Date