

EMMONS COUNTY JOB DESCRIPTION
Deputy Auditor

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

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 six month probation.

Salary will increase 10% after successful completion of six month 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.

Employee Signature

Date