

BOTTINEAU COUNTY

DEPARTMENT: Auditor TITLE: Clerical

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 inquires or complaints

Answer telephones and receive visitors in a courteous manner and direct to the appropriate office, if necessary.

Stamp vouchers paid and enter in the bill index

Preparing vouchers for payment and issuing warrants for payment of bills

Send out forms to townships, cities, fire district, 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 and other election duties such as preparing poll books, helping with election materials for election workers, mailing notices to election workers, etc.

Keep a monthly record of inventory and assuring that records balance

Transferring deeds received from the County Recorder and complying with the proper procedure for the transfer of property

Responsible for road billing to townships, cities, private individuals, etc. which includes mailing bills, receiving payment, recording and balancing records.

Filing and other general office duties

3. **SUPERVISORY RESPONSIBILITIES**

None