POSITION DESCRIPTION
FOR
BIG STONE COUNTY

JOB TITLE: Finance and Government Services Records Specialist	DEPARTMENT: Finance and Government Services	
REPORTS TO: Director of Finance and Government Services	BARGAINING UNIT: Non-Union	FLSA STATUS: Non-Exempt
GRADE: 9	DATE GRADE/POINTS ESTABLISHED: 6/2024	
DESCRIPTION APPROVED BY: County Board	DATE APPROVED: 3/29/2026	

PART I – JOB SUMMARY

Assists the Director of Finance and Government Services in planning, organizing and directing the activities of the Recorder's office. The Deputy County Recorder, operating with minimal supervision, executes a diverse range of specialized tasks pertaining to the documentation, filing, and recording of real property transactions and military discharges. Additionally, the role encompasses management of vital records and the execution of accounting duties. These responsibilities necessitate a comprehensive understanding and application of Minnesota Statutes, Rules, regulations, procedures, and standards governing the Recorder's Office. The County Recorder's office also functions as a local issuance office for the Minnesota Department of Health's Office of Vital Records, utilizing the Minnesota Registration and Certification System ("MR&C").

PART II – JOB SPECIFICATIONS

A. EDUCATION: A two-year degree in a related field is preferred. A High School Diploma or equivalent is required, accompanied by a minimum of three years of experience in a County Recorder Office, legal office, real estate office, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

B. CREDENTIALS: Must be a U.S. citizen or national; be age 18 or older; be able to undergo criminal history check; be free of any Federal or State felony conviction; be free of any misdemeanor conviction for crimes related to breach of trust or moral turpitude (e.g., embezzlement, identity theft, misappropriation, document fraud, drug offense, or dishonesty in carrying out a responsibility involving public trust).

C. LICENSE: Valid driver's license required for meeting and training attendance.

D. CONTINUING EDUCATION: Mandatory annual training with the Minnesota Department of Health (Office of Vital Records), periodic recording software training, and ongoing training through the Minnesota County Recorders Association.

E. JOB KNOWLEDGE & SKILLS:
- Proficiency in comprehending and applying Minnesota State Statutes, rules, and procedures as they relate to the Recorder's Office, along with the capacity to learn federal laws governing tax liens and bankruptcy proceedings.
- Meticulous attention to detail with a strong emphasis on thoroughness and accuracy.
- Familiarity with legal descriptions, including descriptions that utilize metes and bounds.
- Knowledge of real estate terminology and familiarity with real estate documents.
- Excellent customer service skills.
- Capacity for independent judgment and decisiveness when performing a variety of duties, subject to frequent interruption. This _includes the ability to analyze and identify the logical sequence necessary to accurately process and record documents to meet Minnesota State Statute requirements.

- Familiarity with the Torrens (registered) land record system and the ability to interpret statutes relevant to recording documents within said system.
- Ability to work with others in a team environment.
- Understanding of county government operations and the functions of various departments.
- Effective verbal and written communication skills, adhering to proper format, punctuation, spelling, and grammar.
- Ability to present a positive and professional demeanor to colleagues, legal professionals, surveyors, and the general public.
- Capability to work and make decisions independently, while exercising judgment to discern when supervisory input or approval is necessary.
- Ability to prioritize work.
- Capacity for discerning between public and confidential information as defined by Minnesota State Statute.
- Ability to fulfill all the County Recorder's daily duties and functions in their absence.

F. EMPLOYMENT VARIABLES: Exposure to demanding situations requiring task prioritization, accuracy, and effective communication using various methods. This position may need to work outside of courthouse business hours to meet workload demands, as documents must be recorded on the day of submission to comply with race-notice statutes.

G. PROFESSIONAL AFFILIATIONS: None required.

H. JOB RELATIONSHIPS: This position reports to the Finance and Government Services Director and entails internal interactions with all county departments, as well as external interactions with landowners, citizens, surveyors, law offices, title companies, city and township officials, other counties, recorders from other jurisdictions, vendors, and state and federal governmental agencies.

I. EQUIPMENT, TOOLS or MACHINERY:

- Proficiency in using general office equipment, including but not limited to computers, telephones, copiers, fax machines, scanners, calculators, typewriters, and printers.
- Additionally, the Deputy Recorder must possess a valid driver's license and demonstrate competence in Microsoft Office programs such as Outlook, Word, Excel, and Publisher, with the ability to learn additional software or programs necessary to fulfill job responsibilities.

PART III – ESSENTIAL FUNCTIONS OF JOB

The primary responsibility of the County Recorder's office is to serve as the custodian of Big Stone County's real estate records. This role ensures that all records are meticulously organized and accurately indexed, enabling swift retrieval and reliable verification of property ownership and encumbrances. These functions are integral to maintaining the integrity of the county's real estate records so that they may be relied on by other county offices, law offices, abstractors, surveyors, and the general public. The following duties represent typical responsibilities associated with this position:

- Document Recording: Apply specialized knowledge and skills in record maintenance in compliance with Minnesota Statutes relating to Abstract and Torrens documents. Maintains a comprehensive computer indexing system, prepares new or updated Torrens Certificate of Titles, analysis of documents submitted for recording and communicates with the County Examiner of Titles, title companies and other applicable parties to ensure proper recording process. Performs complex real estate transactions in the Abstract and Torrens systems, including legal description interpretation and identification of parcels with the county GIS and tax systems.
- Vital Records: Assist the public with the acquisition of vital records. Ensures compliance with application and information acquisition requirements. Accesses county and state databases to process applications and acquire requested documents. Assist with amendments of birth or death records and genealogy research.
- Search system for tax liens, current and delinquent taxes, and document retrieval and copying.

- Conduct review of real property documents and military discharges; determine recording is in compliance with statute or additional documents required (i.e., well certificate, electronic certificates of real estate value (eCRV).
- Perform real property transfers on documents of conveyance; process eCRV; verify taxes; and assist GIS in mapping legal descriptions
- Customer/Staff Support: Serve as a resource and provide support and customer service in response to questions pertaining easements, boundary issues, road right of ways, etc.
- Create, maintain and distribute reports during month end or as needed.
- Scan, index and validate document indexing, images and fees.
- Monitor and collect accounts receivable and reconcile ledger accounts.
- Calculate and collect recording fees and taxes.
- Examines and analyzes all legal documents submitted for recording for accuracy, completeness and compliance with statutory requirements. Determines correct parcel numbers for all documents submitted for recording; for transfer documents, checks for delinquent real estate taxes and tax parcel splits
- Analyze and review proposed plats to ensure accuracy, completeness and compliance with both statutory recording requirements and requirements imposed by Big Stone County ordinances. Identify record landowners and drafts correspondence to obtain plat approval and provide next steps in recording process. Records, scans, and indexes plats that meet all requirements. Drafts legal descriptions for newly platted property.

Serves as local issuance office for the MN Department of Health's Office of Vital Records

- Follows Minnesota Statutes and Department of Health's directives.
- Determines tangible interest and processes requests for certified copies of birth and death certificates.
- Checks the Minnesota Department of Health website for new births and sends Parent Notices when necessary.
- Checks the Minnesota Department of Health website for death certificates requested by funeral homes and issues certificates when complete.
- Sends Vitals Reports to the State of Minnesota and county offices monthly.
- Ensures that birth certificates and death certificates are issued only to those people who have tangible interest and that everyone who applies for a birth certificate or death certificate provides proper identification.

Additional Duties

- Accepts and processes marriage license applications. Issues license, subsequently files permanent record of marriage, and issues certified copy of marriage certificate to applicants. Issues marriage certificates as requested by customers.
- Certifies copies of recorded legal documents.
- Monitors postage meter account.
- Performs accounts receivable duties as needed.
- Attends annual Department of Health trainings and other trainings as needed.
- Files notary public commissions for Big Stone County residents.
- Files ministers' credentials of ordination and issues Certificate of Filing.
- Performs certified record searches of federal and state tax liens.
- Provides excellent customer service to the public, professional businesses and governmental agencies; responds to all inquiries in a courteous, respectful and proficient manner.
- Assists with the administration of county and state elections.

In addition to the functions described above, this position may include other responsibilities and duties as assigned on occasion based upon the needs or requirements of Big Stone County. **NOTE**: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

PART IV – WORKING ENVIRONMENT

Materials and Equipment Used: Various tools and equipment used to perform duties of the position as described above.
Travel Requirements: Travel to various county locations is required.
Hazardous Exposure Category: Place an "X" in the appropriate category for the role:

_____ Category 1: Involves an inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category 1 tasks.

__ _ Category 2: Involves no exposure to blood, body fluids or tissues in usual work but potential for exposure exists in work environment. Employees performing Category 2 tasks do not need to wear protective equipment, but they should be prepared to put on protective equipment short notice.

___X__Category 3: Involves no exposure to blood, body fluids or tissues although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

PART V – PHYSICAL / MENTAL REQUIREMENTS

Lifting Requirements: Place an "X" in the appropriate level for the job.

1.____**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

2.__ _**Light Work**: Exerting up to 20 pounds of force occasionally, and/or to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work.

3.__X___**Medium Work:** Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for light work.

4._____**Heavy Work:** Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force constantly to move objects. Physical demand requirements are in excess of those for medium work.

5._____**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of foresee constantly to move objects. Physical demand requirements are in excess of those for heavy work.

Frequency: Place an "X" in each box that is appropriate to the job. Follow other instructions as written.

NEVER (N)	OCCASIONALLY (O)	FREQUENTLY (F)	CONSTANTLY (C)
0% or Never on Shift	1-33% of Shift	34-66% of Shift	67 -100% of Shift

Physical	**N**	**O**	**F**	**C**	**Physical**	**N**	**O**	**F**	**C**
What is moved+ weight and distance					Grasping				X
Boxes, files (up to 50 lbs.)		X			Twisting			X	
Describe movement: lift, push, pull					Repeat Motion				X
Lower, carry, reach above			X		Driving Automotive Equipment			X	
Standing			X		Fingering/Handling				X
Walking			X		Feeling				X
Sitting			X		Visual Acuity: near				X
Bending/Stooping			X		Visual Acuity: far			X	
Kneeling/Duration		X			Depth Perception				X
Squatting		X			Color Discrimination			X	
Climbing/Height		X			Peripheral Vision				X
Balancing		X			Talking				X
Crawling/Distance		X			Hearing				X
Reaching above shoulder		X			Running	X			
Reaching at or below shoulder			X		Other				
Physical Surroundings	**N**	**O**	**F**	**C**	**Environmental Conditions**	**N**	**O**	**F**	**C**
Cold (50 degrees F or less)	X				Chemicals		X		
Heat (90 degrees F or more)	X				Gases and Fumes		X		
Dampness	X				Dust			X	
Inside Work				X	Radiation	X			
Outside Work	X				Other:				
Unprotected Heights	X				Vibration		X		
Around Moving Machinery	X				Extreme Noise	X			

Mental Requirements: Place an "X" by all descriptions that apply to this job.

1.__X__ Exposed to stressful situations. Explanation: Demanding customers, visitors and constituents.

2.__X__ Must be able to concentrate on work tasks amidst distraction. Explanation: Distractions from telephone, customers, general interagency distractions.

3.__X__ Must exert self-control. Explanation: Customers and co-workers may be difficult to deal with. There is an expectation of providing good customer service in difficult situations.

I have read the job description and its attachments and understand the responsibilities.

Employee Signature Date