

Grand Forks County Recorder's Office is accepting applications for a **ADMINISTRATIVE ASSISTANT**

Hourly Starting Rate: \$16.33, Paid Semi-Monthly
Plus an Excellent Benefits Package

Grand Forks County is an Equal Opportunity Employer

HOW TO APPLY

A Grand Forks County application must be completed. Applications may be obtained from:

Grand Forks County, Human Resources
151 South 4th Street, 1st Floor
Grand Forks, ND 58201

Or at www.gfcounty.nd.gov

DEADLINE TO APPLY: August 25, 2017 by 5:00 pm.

Applicants seeking Veteran's Preference must submit form DD214 with their application. The top 5-10 candidates will be granted an interview.

Reasonable Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application.

ABOUT THE POSITION

Grand Forks County Recorder's Office is seeking a **full-time Administrative Assistant** to provide a variety of customer service, bookkeeping, clerical, data entry, and document maintenance functions in support of the Grand Forks County Recorder's office.

Typical Duties and Responsibilities:

- Serve as the key support person for the Recorder's Office
- Distribute daily mail, post and deliver outgoing mail
- Performs receptionist duties, answers phones, routes calls, answers public inquiries about services available, collect document fees, and order office supplies
- Organizes and prioritizes large volumes of information
- Works independently and within a team on special and ongoing projects
- Provides backup for other department staff as needed
- Resolve questions and concerns from citizens by researching county records
- Maintenance of real estate records, deeds, wills, burial permits & electronic records
- Draw computerized sketches of buildings and improvements on assessment cards
- Issue marriage licenses
- Serve as Passport Agent for the Department of State

To be successful in this position, you would have knowledge of and ability to:

- Essential office software: Word, Excel, Outlook
- Routine clerical support procedures and basic office equipment operation
- Basic bookkeeping
- Online database and file management
- Strong Deductive Reasoning
- Personal Effectiveness/Credibility
- Thoroughness and organized
- Collaboration Skills and Flexibility
- Communicate clearly and concisely, both verbally and in writing
- Respond to requests from the general public
- Establish and maintain effective working relationships with co-workers and general public
- Handle varying and often busy, stressful situations
- Research complex requests

Education and Experience: High School diploma or equivalent and one (1) year administrative assistant experience. One (1) year of office experience or any combination of equivalent education and experience. Real Estate experience a plus.

GRAND FORKS COUNTY BENEFITS

Retirement: Grand Forks County participates in the North Dakota Public Employees Retirement System (NDPERS) at the rate of 15.26% of your gross salary. Grand Forks County's required contribution is 7.12%. Employees' required contribution is 7%; however, Grand Forks County pays 5% of the 7%, leaving 2% required to be paid by the employee.

Retiree Health Coverage: Grand Forks County contributes 1.14% of your gross salary towards the Retiree Health Insurance Credit.

Deferred Compensation Program: Employees may also defer a portion of their salary into a 457 plan.

Vacation Leave: Full-time, regular employees accrue 8 hours of vacation per month, for the first 3 years of employment.

Sick Leave: Full-time, regular employees accrue 8 hours of sick leave per month.

Personal Leave: After 12 months of service, eligible employees will receive two (2) floating holidays each year.

Holidays: Twelve (12) paid holidays (paid at 8 hours) per year.

Group Health Insurance: Grand Forks County participates in the Blue Saver 100 2600 plan through Blue Cross Blue Shield of North Dakota with a Health Reimbursement Arrangement attached to the health plan.

Dental Plan: Coverage is available for employees and dependents, including orthodontic services for dependent children under age 19. Employee pays 100% of premium costs.

Vision Care: Coverage is available for employees and dependents. Employee pays 100% of premium costs.

Life Insurance: Grand Forks County provides \$7,000.00 of term life insurance.

Pay Days: All employees are paid twice monthly, on or before the 15th and the last working day of the month.

Direct Deposit: All Grand Forks County employees are required to participate in direct deposit.

Discounts: Employees of Grand Forks County are offered discounts at Verizon Wireless and AT&T and reduced membership fees at Choice Health & Fitness and YMCA.