

JOB DESCRIPTION

GOLDEN VALLEY COUNTY, NORTH DAKOTA

POSITION TITLE: General Courthouse Department Assistant
DEPARTMENT: Multiple GVC Courthouse Departments
REPORTS TO: GVC Department Heads and Commissions

PRIMARY FUNCTION:

To perform clerical duties assisting in the multiple departments within the Golden Valley County courthouse as need or scheduled. These GVC departments include but not limited to Clerk of Court/Recorder, Tax Equalization/Zoning, Treasurer, Custodial Office, and 911 Communications.

DUTIES AND RESPONSIBILITIES:

- Learning and performing the basic duties in each department to assist if regular department officials are out of the office or unavailable, or the workload of a department requires assistance in executing departmental duties.
- Perform secretarial skills such as answering phones, taking messages, transferring calls, and monitoring emails, faxes, and postal mail.
- Perform clerical duties such as receiving, recording, forwarding, filing, or organizing documents and reports.
- Receive or disperse bills, fees, fines, or other payments in accordance with departmental guidelines.
- Assist the public in matters pertaining to departmental operations and county business.
- Perform related duties as requested and assigned by department heads.

SPECIAL REQUIREMENTS:

- High School Education required

Knowledge of:

- Writing clear and concise memos and reports;
- Maintaining accurate files and records;
- Prioritizing and handling multiple projects;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

WORKING HOURS:

This position will operate out of the Golden Valley County Courthouse either during normal courthouse hours or set special hours depending on part-time/full-time classification set by the Commissioners. Office space will be provided for regular duties.