



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Land Records Specialist
Department: Auditor/Treasurer's Office
Classification: Grade 6
Reports to: County Auditor/Treasurer
Supervises: N/A
Norma Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for the intake and approves property transfer documents for the County Recorder before they are recorded. Updates and maintains all ownership information within the county property tax records. Assists customers and staff with legal description questions. Works with Land Services Department to initiate boundary line changes.

Communicates with:

Internally – All staff.

Externally – Vendors, state/county/city entities and public.

Supervision:

None

Telecommute:

Supervisory discretion

Essential Work Functions:

- Maintains & updates property tax records in accordance with the related documents that have been recorded.
- Reviews and approves all transfer documents/deeds before they are recorded in accordance with State Statute.
- Updates property tax records to reflect any boundary line changes that have been made.
- Assists customers and staff with legal description and property history questions.
- Completes the first quarter delinquent tax process, mails letters, files judgments, & creates list for publication.
- Communicate with other entities, county and public to facilitate smooth property transactions for property owners.
- Maintains property taxpayer information to ensure accurate records.
- Provides election support to the Account Specialist/Election Administrator during election time. Assists in processing absentee ballots. Obtains certification as an election judge prior to the elections.
- Prepares resolutions for various organizations & manages applications to comply with specific county ordinances.
- Maintains bankruptcy records and payment in lieu of taxes properties.
- Processes large group assembly, outdoor fireworks public display licenses and country club trail agreements

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate's degree.

- Minimum of 1 (one) year of experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Strong understanding of legal descriptions.
- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal and oral communication skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to work overtime to support elections as needed.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Under 60 pounds of force)		X		
Challenging or threatening behaviors	X			
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____