

Job Title: Administrative Specialist II  
Business Specification: Administrative Specialist II – Chief Deputy/County Recorder back-up  
Department: County Recorder's Office  
Last Reviewed: 12/2024

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**Position Specific Responsibilities** The Passport Program Manager accepts responsibility for all facets of the Passport Application Acceptance Program as an onsite representative for the US Dept of State. Must ensure internal office Passport Agents meet demand and provide quality service to residents.

Maintains Land Shark and escrow accounts. Set up new accounts. Process escrow deposits, calculates and mails monthly statements. Research customer questions regarding their Land Shark or escrow account.

In the absence of the County Recorder: This position needs to understand and interpret MN Statutes. Provides more technical information to lawyers, realtors, and other County personnel as well as the general public. In addition, provides direction to staff while paying high attention to the accuracy of real estate documents and recording compliance deadlines.

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This is an addendum to a primary job description and the responsibilities listed are in addition to primary job responsibilities. 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: \_\_\_\_\_