

**MARTIN COUNTY**

**JOB DESCRIPTION**

**JOB TITLE:** Account Technician I                      **DATE:** March 21, 2003  
**DEPARTMENT:** Recorder                                      **FLSA:** Non-Exempt  
**REPORTS TO:** Recorder                                      **WRITTEN BY:** Revised

**POSITION OBJECTIVE AND PURPOSE**

The Account Technician I is responsible for the performance of technical, clerical and administrative duties pertaining to land records and requires the application of technical practices and principles pertaining to that area of specialization. Work is performed independently in accordance with standard procedures, statutes, and rules. Knowledge and judgment is required in interpreting legal documents that are presented for recording. There is a need to understand the concepts of vital statistics and the Uniform Commercial Code.

**ESSENTIAL FUNCTIONS**

- Responsible for various specialized work involving document filing and recording of real estate transactions, vital records, passports, licensing and computer entry.
- Checks incoming real estate documents for accuracy and decides if they are acceptable for recording per Minnesota document standards.
- Interprets legal descriptions, with the ability to plot for clarification to follow a chain of title.
- Maintains tract-indexing system. Scanning and data entry into computer real estate program.
- Issuance of birth, death and marriage certificates, passports, notary commissions and other certificates requested by the general public.
- Furnished information to the public over the counter and by telephone where assistance is needed.
- Ability to maintain and revise records.
- Ability to fill in for other office staff to cover their jobs during vacation and sick leaves.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

### **OTHER RESPONSIBILITIES**

- Performs other work-related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION**

Graduation from high school plus one to two years of related college level courses.

#### **EXPERIENCE AND SKILLS REQUIRED**

At least one year of related secretarial experience, which includes the following skills and abilities:

- Strong working knowledge of the principles and procedures of land descriptions, transfers and title flow of property.
- Knowledge of modern office practices and procedures.
- Ability to maintain clerical records and filing systems.
- Ability to operate a microcomputer and other basic office equipment.
- Ability to communicate effectively, orally and in writing and have good public relations skills.
- Ability to establish and maintain effective working relationships with others.

The qualifications listed above are guidelines. Other combinations of education and experience could provide necessary knowledge, skills and abilities to perform this job.

### **WORKING CONDITIONS AND ENVIRONMENT**

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to organizational issues, planning and technical areas.

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The individual may encounter moderate emotional strain or tension. There is sustained exposure to sitting and standing. There is continuous exposure to computer keyboards and video screens and moderate exposure to lifting up to 40 pounds.