

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 12-9-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator and Bobbie Danielson, HR Manager

Title of Item:

Bobbie Danielson

Set Elected Officials 2014 Salaries

Requested Meeting Date: 12-17-13 Estimated Presentation Time: 15 min

Presenter: Patrick Wussow, County Administrator and Bobbie Danielson, HR Manager

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

To: County Commissioners

From: Patrick Wussow, County Administrator
Bobbie Danielson, HR Manager

Date: December 9, 2013

Subject: Set by Resolution the 2014 Salaries of Elected Officials

Background

Aitkin County policy provides: The salaries of Aitkin County Attorney (§388.18), County Auditor (§384.151), County Recorder (§386.015), County Sheriff (§387.20), and County Treasurer (§385.373), shall each be set by resolution of the County Board in December of each year, prior to the year in which the salary is to be paid.

2013 Salaries are as follows:	County Attorney	\$103,200.00
	County Sheriff	\$ 83,406.78
	County Auditor	\$ 76,121.50
	County Treasurer	\$ 65,175.40
	County Recorder	\$ 69,268.66

Setting salaries for elected officials requires a balancing of many factors. There are laws imposing requirements on what public employers *must do* or *cannot do* in the process of setting salaries for the elected officials.

Elected officials are unique from general county employees in that they are, at a minimum, exempt or excluded from coverage under the Minnesota Public Employees Labor Relations Act, the Minnesota Pay Equity Act, the Fair Labor Standards Act, and County's personnel policies.

By statute, County Boards are given the general power to control the finances of the County (§375.18, Subd. 2) and the Board is responsible for setting the salary for each of the County's elected officials, but there are special considerations that have to be taken into account when dealing with the salaries (and budgets) for elected officials. Their salaries are to be determined based upon the duties and responsibilities of the office, and skills, qualifications and performance of the official in question.

A court will set aside the action of the County Board if it determines that action was "arbitrary, capricious, oppressive or in unreasonable disregard for the responsibilities and duties of the office, their experience, qualifications, and performance." How does a salary appeal work? Statutes governing the salary for elected offices give the elected officials a right to seek judicial review of the resolution setting

salary for their office. The Attorney, Auditor, Treasurer, Sheriff and Recorder may appeal to District Court on the grounds that the determination of the County Board in setting such salary was arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office, and his/her experience, qualifications, and performance.

Duties and Responsibilities of Each Office

See statutes and job descriptions attached for each position.

Skills, Qualifications, and Performance of the Officials Please add to this list, if anything is missing.

All elected officials have the skills required to perform the essential functions of the position. Commissioners can make an individual assessment of each official's performance.

County Attorney, Jim Ratz, hired 6/03/1996, in current position since 1/02/2007. Bachelor's degree in Sociology from the University of Minnesota and Juris Doctor (J.D.) from Hamline University.

County Sheriff, Scott Turner, hired 5/08/1995, in current position since 5/07/2005. Associate's degree in Law Enforcement from Alexandria Technical College and Bachelor's degree in Biology from Southwest State University.

County Auditor, Kirk Peysar, hired 10/17/1988, in current position since 1/04/1999. Accounting degree from Brainerd Tech.

County Treasurer, Lori Grams, hired 7/27/2000, in current position since 1/02/2007. Bachelor's degree in Finance (major) and Economics (minor) from St. Cloud State University.

County Recorder, Diane Lafferty, hired 4/01/1969, in current position since 1/06/2003. Over 40 years experience in the Aitkin County Recorder's office.

Number of Staff Supervised

Attorney, 10 full-time

Sheriff, 47 full-time, 4 part-time

Auditor, 6 full-time, 2 part-time Extension, Fair board, and elections staff

Treasurer, 2 full-time

Recorder, 3 full-time

Next in Command Earns (2013 data)

County Attorney	\$103,200.00	Sr. Assistant County Attorney	\$101,753.60	(1.42%)
County Sheriff	\$ 83,406.78	Undersheriff	\$ 74,068.80	(12.61%)
County Auditor	\$ 76,121.50	Financial Asst. Supervisor	\$ 50,128.00	(51.85%)
County Treasurer	\$ 65,175.40	Chief Deputy Treasurer	\$ 39,478.40	(65.09%)
County Recorder	\$ 69,268.66	Chief Deputy Recorder	\$ 46,945.60	(47.55%)

2013 External Salary Survey

Comparison counties include Itasca, Carlton, Pine, Kanabec, Mille Lacs, Crow Wing, and Cass.

2013 Salary Survey	Aitkin	Comparison County Average	Difference
Attorney	\$103,200.00	\$ 103,994.99	\$ 794.99
Sheriff	\$83,406.78	\$ 92,208.58	\$ 8,801.80
Auditor	\$76,121.50	see below	
Treasurer	\$65,175.40	see below	
Auditor/Treasurer	NA	\$ 85,180.59	
Recorder	\$69,268.66	\$ 70,314.73	\$ 1,046.07

2013 Internal Settlements

The Sheriff received a 1.8% increase while the other elected officials received 0%. Salaried & Professional staff received a 0% general adjustment, plus 1.8% merit increase, and 4/6 unions contracts are settled at 0% general adjustment, plus step movement (up to 4.6%) for eligible employees. The Teamsters non-licensed essential unit arbitration award provided a 1.8% general adjustment to staff, plus step movement for eligible employees. The Teamsters supervisory unit is not settled for 2013.

2014 Internal Settlements

3/6 unions are settled at a 45 cents per hour general adjustment (equivalent to \$963.00), plus step movement (up to 4.6%) for eligible employees.

2013 Internal Department Head/Commissioner Salary Comparison

HHS Director	\$ 114,795.20
County Engineer	\$ 109,616.00
County Administrator	\$ 102,294.40
Environmental Services Dir.	\$ 84,905.60
Land Commissioner	\$ 84,032.00
IT Director	\$ 70,720.00
County Assessor	\$ 69,180.80
Economic Dev/F.I. Coord.	\$ 66,372.80
HR Manager	\$ 61,796.80
Commissioner	\$ 28,644.00

Internal Comparison of Department Heads' Percentage Increases (2007-2013)

	2007	2008	2009	2010	2011	2012	2013	AVG	AGG
HHS Director	7.00%	5.58%	4.03%	5.06%	1.80%	1.80%	1.80%	3.87%	27.07%
County Engineer	7.00%	5.58%	3.00%	0.00%	1.80%	1.80%	1.80%	3.00%	20.98%
Co. Administrator	hired	3.00%	5.51%	0.00%	0.00%	10.10%	4.64%	3.88%	23.25%
Env. Services Dir.	6.00%	4.55%	4.55%	4.55%	1.80%	1.80%	1.80%	3.58%	25.05%
Land Commissioner	6.00%	5.58%	5.58%	0.00%	1.80%	1.80%	1.80%	3.22%	22.56%
IT Director	6.00%	4.54%	5.57%	5.06%	1.80%	1.80%	1.80%	3.80%	26.57%
County Assessor		hired	4.55%	4.54%	1.80%	1.80%	1.80%	2.90%	14.49%
Economic Dev/F.I.	5.50%	4.55%	4.55%	0.00%	1.80%	1.80%	1.80%	2.86%	20.00%
HR Manager				hired	1.80%	1.80%	1.80%	1.80%	5.40%
Appointed DH Subtotal	6.25%	4.77%	4.67%	2.40%	1.60%	2.72%	2.12%	3.21%	20.60%

	2007	2008	2009	2010	2011	2012	2013	AVG	AGG
County Attorney		3.19%	2.27%	0.00%	0.00%	4.03%	0.00%	1.58%	9.49%
County Sheriff	3.92%	2.70%	2.30%	0.00%	0.00%	5.13%	1.80%	2.26%	15.85%
County Auditor	6.75%	2.92%	2.30%	0.00%	0.00%	5.55%	0.00%	2.50%	17.52%
County Treasurer		3.10%	2.30%	0.00%	0.00%	6.54%	0.00%	1.99%	11.94%
County Recorder	5.10%	3.24%	2.30%	0.00%	0.00%	6.13%	0.00%	2.40%	16.77%
Elected DH Subtotal	5.26%	3.03%	2.29%	0.00%	0.00%	5.48%	0.36%	2.15%	14.31%

When the comparison counties were asked whether their elected officials generally receive whatever the appointed department heads receive, the following responses were provided:

A: Kanabec: Yes, elected officials get what everyone else gets.

A: Pine: It is recommended by the Personnel Committee and then approved by the Board and does not necessarily follow general COLA increases.

A: Cass: Yes, no more, no less.

A: Crow Wing: Uses findings of fact, including identifying the current salary and salary range for the position. Compensation ranges for employees and elected officials are established through use of a job evaluation system and market surveys.

A: Mille Lacs: The Board bases this decision on the following information: (1) the existing non-union payscale for the positions (they have all been rated by our classification consultant), (2) presentations by the individual officials, (3) job performance of the officials, (4) a specific % increase – generally similar to non-union, but taking into consideration the equivalent of step movement, and (5) recommendation by the County Administrator.

A: Itasca: Yes.

A: Carlton: Yes, a retro adjustment is made to be the same.

Staff Recommendation

Taking all of the above into consideration, in the interests of attracting and retaining the highest quality talent to the position, in recognition of the important contributions made to the County's overall success by this incumbent, and in an effort to establish a fair and equitable salary, it is recommended the Aitkin County Board of Commissioners sets the 2014 annual salaries at:

County Attorney	\$106,100.00
County Sheriff	\$ 88,200.00
County Auditor	\$ 79,600.00
County Treasurer	\$ 68,300.00
County Recorder	\$ 71,800.00

Elected officials will be present at the meeting to answer any questions the Board may have. If you have any questions or require additional information prior to the meeting, please feel free to contact staff at any time.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY ATTORNEY SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Attorney James Ratz at \$_____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)**

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 17th day of December A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 17th day of December A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY SHERIFF SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Sheriff Scott Turner at \$_____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Commissioner Niemi moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

4-1 (Wedel)

**STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)**

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor
BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY AUDITOR SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Auditor Kirk Peysar at \$ _____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Commissioner Niemi moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

4-1 (Wedel)

**STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)**

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY TREASURER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Treasurer Lori Grams at \$ _____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Commissioner Niemi moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

4-1 (Wedel)

**STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)**

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY RECORDER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Recorder Diane Lafferty at \$_____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Commissioner Niemi moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

4-1 (Wedel)

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy



COUNTY ATTORNEY

Department Attorney's Office
DBM/Grade To be determined
FLSA Status Exempt
Union Status Non-union

Job Summary

Pursue and promote justice, to protect public safety and the vulnerable, to provide effective leadership and representation of Aitkin County, and to uphold core values of the community through the development and implementation of policies, directives, and standards.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

Persons working in this job class have structural authority, the right to command or order an objective, and to enforce or expect compliance.

Manages two subordinate supervisors who oversee a total of 8 employees in the department. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out policy-making and supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Incumbent may perform other essential and nonessential functions as statutorily assigned or apparent to meet the ongoing needs of the office and organization. Position affirms by oath to carry out all duties, functions, and responsibilities of the County Attorney's office.



Position Description

The County Attorney is vested with the ultimate authority, power, and burden to make daily decisions that will likely have monumental impacts on persons' lives such as seeking to take children from their homes, to terminate persons' parental rights to their children, to search persons' homes, vehicles, computers, social web sites, finances, etc., to commit persons to prison or jail, to forfeit persons' vehicles, boat, real property, etc., to place tracking devices on vehicles and cell phones, to remove structures that are built contrary to ordinance, and to charge persons with crimes.

1. Supervises and directs, on own and/or through subordinate supervisors, the senior assistant county attorney, assistant county attorneys, paralegals, and support staff in the work they perform, which includes but is not limited to, allocating resources, establishing and developing policies, procedures, and priorities consistent with Office objectives, monitoring staff case loads, utilizing personal case load to demonstrate and teach legal skills, assisting the senior assistant county attorney and assistant county attorneys with their legal cases and advising on legal issues and strategies, and verifying, modifying, and correcting, as necessary, the legal documents prepared by the paralegals and support staff.
2. Advises and counsels county officials, offices, departments, agencies, and employees with regards to general legal principles, developments, and questions.
3. Prosecutes all felonies, all gross misdemeanors, all misdemeanors for violations of state statutes and of county ordinances, and all petty misdemeanors for violations of state statutes.
4. Reviews and evaluates criminal investigations to determine and identify appropriate criminal charges, coordinating with law enforcement to ensure a complete and thorough collection of facts and evidence, exercising judgment and discretion consistent with the decision-making authority, and authorizing the filing of criminal charges.
5. Reviews County contracts, agreements, and ordinances, and advises, edits, and recommends modifications and amendments to said documents. Creates and drafts original documents.
6. Authorizes and approves final contracts, agreements, and ordinances as to form and execution.
7. Represents the County and its departments, agencies, offices, officials, and employees, and law enforcement agencies in criminal and civil cases in court, administrative, and appellate hearings by presenting facts, analyzing and introducing evidence, completing the discovery process, taking depositions, interpreting facts and law as conveyed during hearings, negotiating settlements, communicating with the fact finders through legal arguments regarding the facts and law, composing opening and closing arguments, recommending appropriate dispositions to judges, magistrates, referees, mediators, and arbitrators, documenting and recording case proceedings for future reference, and writing legal memoranda.
8. Prepares cases for judicial and administrative hearings and trials, including but not limited to, reviewing, compiling, organizing, and analyzing evidence collected by law enforcement and county agencies, researching the law, drafting and editing correspondence, pleadings and other legal documents, evaluating and investigating the position of the opposition, notifying and instructing crime victims in accordance with the Crime Victim's Right Act, managing and coordinating the trial process, speaking with witnesses about the trial process and their scheduled appearances and logistics, and conveying case status updates to Court Administration.
9. Counsels and advises law enforcement agencies and county officials, departments and employees regarding general legal principles including arrest and search warrant issues, at all times including on-call availability for after-office hours, and on weekends and holidays.



Position Description

10. Trains and informs law enforcement about search and seizure issues, criminal laws and procedures, and appellate case law by coordinating and facilitating training opportunities with law enforcement and by guiding and interacting with law enforcement during investigations and courtroom hearings.
11. Recommends the hiring, transfer, suspension, promotion, discharge, and discipline of staff. Approves and schedules time off for staff. Refers harassment and discrimination complaints to Human Resources.
12. Maintains liaison with the court and other public agencies and organizations which includes but is not limited to, serving on local councils and committees, implementing, creating, and operating, in collaboration with others, specialty programming for individuals in the criminal justice system, and attending inter-agency meetings to formulate and generate local courtroom policies and procedures.
13. Compiles account information, identifies office needs, and analyzes spreadsheets in order to forecast and prioritize future office needs in preparing annual budget and allocating sufficient funding resources to meet and address office needs.
14. Investigates alleged violations of the fair campaign practices law and prosecutes said violations if sufficient proof exists.
15. Reviews all licensing applications (e.g. foster care, day care, on & off sale of alcoholic beverages, tobacco, etc.) in order to ensure eligibility and compliance pursuant to the law.
16. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
17. Conducts business in accordance with the Open Meeting law.
18. Serves as the Minnesota Government Data Practices Act, Attorney's Office, Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
19. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
20. Attend conferences and continuing education courses as needed.
21. Performs other related duties as assigned or apparent.

Minimum Qualifications

Requires a Juris Doctorate (J.D.) degree and Minnesota Attorney License issued by the Minnesota Supreme Court.

U.S. Citizenship required. Valid Minnesota driver's license required.

All attorneys, including the County Attorney, in the County Attorney's Office rotate weekend and holiday on-call duties. Such on-call duties include continuous twenty-four (24) hour availability to law enforcement officers for authorization for continued detention of suspects, assistance in the creation of search warrants, and advice or consultation as needed. There is currently no additional compensation, remuneration, or consideration for said additional on-call duties.



Knowledge, Skills, and Abilities Required

Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Attorney.
2. MN and US Constitutions, MN Statutes and Rules, and County Ordinances.
3. Criminal, civil, property, contract, and administrative laws and procedures.
4. Methods, materials, and practices of legal research, investigation, and writing.
5. Organization, powers, duties, and limitations of county government.
6. Procedures of law enforcement, social services, and planning & zoning.
7. County and departmental policies, procedures, and practices.

Skill in:

1. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Communicating with and relating calmly, logically and tactfully to employees, victims, law enforcement, the Court, other attorneys, court personnel, county offices/departments, and public.
3. Negotiating settlements in criminal and civil cases, contracts, and agreements.
4. Performing legal research and analyzing and applying the research findings.
5. Preparing and presenting statements of fact, law, and argument, clearly, logically, and forcefully, in both written and oral form, in jury & court trials, and hearings.
6. Typing skill sufficient to complete 30 net words per minute without errors.
7. Reading, writing, and speaking English proficiently.

Ability to:

1. Supervise attorneys and professional legal staff and to assign, delegate, and coordinate work of attorneys and staff in a manner conducive to high morale and effective performance.
2. Perform all statutory duties and functions of County Attorney.
3. Present statements of fact, law & argument clearly and logically in written and verbal form.
4. Exercise high degree of judgment and discretion consistent with decision making authority that has significant impact on the lives of persons accused of or victimized by crimes.
5. Appraise, interpret and apply legal principles and precedents to difficult legal problems.
6. Manage time and workload effectively.
7. Represent the County Attorney's Office at public and private functions.
8. Prepare, present, and conduct complex trials effectively.
9. Travel and work in excess of standard hours when necessary.
8. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
9. Maintain confidentiality.

Language Skills

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.



Position Description

Mathematical Skills

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

Highest Skills – Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Outlook, PowerPoint, Jail and/or Dispatch Software, Minnesota County Attorney Practice System (MCAPS), Minnesota Court Information System (MNCIS), Westlaw, Windows media system, and Internet.

Ability to Travel

Travel required for court hearings, trainings, and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, patience, decisiveness, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate. The County Attorney is exposed to evidence of trauma, violence, and disturbing crimes. The County Attorney is responsible for reviewing all death investigations (reports, photographs, autopsy report, statements, forensic reports, etc.) involving an alleged crime, motor vehicle accidents, suicides, firearms, death with non-natural/undetermined causes, etc.

As the Chief Legal Officer for the County, the County Attorney interacts extensively with each of the other county offices, departments, agencies, and boards, as well as all county-wide law enforcement, on virtually a daily basis.



Position Description

As an Elected Officer, the County Attorney is a policy-maker and a decision-maker, and is vested with the sworn duty to uphold and fulfill the statutory duties of the office of County Attorney.

Equipment and Tools

Computer, copier, fax, telephone, printer, Elmo visual projector and presentation equipment, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the incumbent performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by persons assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and person in position.

Reasonable Accommodation Notice

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

05/2013

“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”



COUNTY AUDITOR

Department Auditor's Office
DBM/Grade To be determined
Reports to Voters of Aitkin County
FLSA Status Exempt
Union Status Non-union

Job Summary

The Aitkin County Auditor is an elected office and serves as the department head of the Auditor Office. The incumbent interprets and administers a wide variety of MN Statutes, MN Rules, and laws. The incumbent is responsible for providing leadership and direction with management responsibility for administration of the property tax system, the financial accounting system, collection and disbursement of all county funds, county payroll administration, licensing, land records, extension, and serves as the custodian of historical county records. The incumbent also serves as the chief election official in the county, responsible for administration of federal, state and local elections and voter registration.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

Manages one subordinate supervisor who assists in overseeing up to five non-supervisory employees in the department. Also supervises two Extension contract positions. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. This job description indicates the normal type and level of work expected of the incumbent. Other duties may be required by MN Statute.

1. Uses independent judgment to provide supervision and leadership to department personnel under the span of control. Makes recommendations on matters of hiring and discipline. Conducts ongoing feedback, coaching, mentoring and timely formal reviews of performance for staff. Provides training and work direction, ensuring staff knows and follows department and county rules, as well as sound work and safety practices, in order to accomplish the job objectives and avoid injury or loss.



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2. Allocates human and fiscal resources, as authorized by the County Board, to ensure department goals are achieved in a cost-effective manner. Analyzes expenditures, expected needs, future cost projections and sources of funding in order to develop detailed budgets. Reviews year-to-date spending reports and monitors performance against plan during the entire budget cycle. Works to ensure the most cost effective alternatives are identified when planning expenditures. Prepares requests for annual funding and presents requests to County Administrator.
3. Responsible for communications that maintain relationships key to the function of the county; plans and carries out communications at a level that can impact the morale and performance of staff.
4. Administers the property tax system. Establishes tax rates for all taxing districts in the county and certifies rates to adjoining counties for overlapping districts. Verifies tax levies for all taxing units within the county; reduces certified levies in accordance with levy limits as necessary. Oversees the maintenance of the property records system including proofing, approving and signing documents, forms and keeping accurate records of ownership for proper tax billing.
5. Calculates and oversees the calculation of taxes due for both proposed and final tax statements annually, as well as various tax settlements and bills. Oversees the preparation and mailing of tax statements and special assessments and a variety of charge-backs, credits and billings. Oversees the collection of payments and credits to proper accounts. Oversees the maintenance of the property records system including proofing, approving and signing documents, forms and keeping accurate records of ownership for proper tax billing.
6. Oversees and performs delinquency functions through forfeiture procedures including sending notices, preparing and publishing the annual delinquent tax list, collections, filing liens, set up and collection of confession of judgment and all requirements of the process.
7. Certifies and sets up Tax Increment Financing Districts, calculates TIF taxes and performs related reporting functions.
8. Administers the collection and disbursement of all county funds and maintains the accuracy and integrity of the county's accounting system, internal auditing, and safeguards the county's assets. Oversees the payment of operating expenses of all general fund offices as approved by the CountyBoard. Oversees the coding and entering of all purchases and income by general fund offices.
9. Oversees county payroll functions.
10. Oversees the preparation of annual 1099s and related reporting.
11. Serves as chief election official for the county and oversees and administers all election activity and procedures for federal, state, local, district and special elections. Responsibilities include, but are not limited to:
 - 11.1 Oversees voter registration, candidate filing and campaign expense report filing and maintains related records; operates electronic statewide voter registration system;
 - 11.2 Designs, proofs, approves and orders regular, absentee, test and sample ballots for all precincts;
 - 11.3 Orders, proofs and approves the programming for the electronic precinct counters and voter assisted machines;
 - 11.4 Conducts public accuracy tests;



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- 11.5 Oversees administration of absentee voting including transmitting secure electronic absentee ballots and materials to overseas voters; operates County and UOCAVA Absentee Ballot Boards;
 - 11.6 Prepares training curriculum and conducts training for election judges, municipal clerks and other election officials;
 - 11.7 Oversees the acquisition and distribution of all necessary election supplies and materials for each of the voting precincts;
 - 11.8 Remains in the office until all election returns are in; tabulates and reports result totals, posts election audits, recounts; conducts county canvassing board meeting and certifies election results to the Secretary of State.
12. Oversees the operations of the Auditor Office and manages a variety of services and activities provided by the office including but not limited to: Developing and implementing procedures and policies for the office; completing a variety of required reports and certifications; managing all aspects of passport acceptance within office, the issuing of various licenses such as DMV, DNR, liquor, tobacco, gambling, etc.
 13. Researches and maintains a current working knowledge of a multitude of state statutes, policies, procedures, accounting principles, GASB pronouncements, etc. to administer the property tax system, the financial activities, and operate proper elections in the county.
 14. Participates in redistricting procedures following ten year census.
 15. Maintains numerous county records relating to schools, census maps, municipal annexations, etc.
 16. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 17. Conducts business in accordance with the Open Meeting law.
 18. Serves as the Minnesota Government Data Practices Act Auditor's Office Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 19. Coordinates annual emergency practice drills in department.
 20. Attend seminars and workshops as needed.
- Performs other related duties as assigned or apparent.

Preferred Qualifications

Per statute the Auditor must be 18 years old and an Aitkin County resident. Job content points to a reasonable requirement of a Bachelor's Degree in Accounting, Finance, Public Administration, or a related field, plus five years related experience.

U.S. Citizenship required. Valid Minnesota driver's license required.



Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Government accounting and finance as related to fiscal and financial obligations of the county.
4. Internal accounting controls.
5. Financial analysis of revenues and expenditures.
6. The Minnesota property tax system.
7. Federal and state election laws, rules and procedures.
8. Current office practices.
9. Financial investment activities and banking operations relative to government operations.
10. Leadership.
11. Labor laws and payroll practices.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information.
2. Effectively organizing and prioritizing workload.
3. Public relations skills for dealing with the public, staff and contractors to resolve problems or to explain departmental operations and procedures.
4. Efficiently operating computers and all other job-related equipment.
5. Preparing and making presentations to groups.
6. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Travel and work in excess of standard hours when necessary.
4. Develop and maintain effective working relationships with the County Board, County Administrator, county department heads, other county staff, other state and federal agency staff, contractors and members of the public.
5. Understand and carry out oral and written instructions.
6. Use good judgment and make sound, independent decisions.
7. Prioritize and delegate work; effectively train and supervise subordinates; settle disputes; work under pressure; research and accurately interpret and administer a wide variety of state statutes and federal laws.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and



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articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Financial System (IFS), County Payroll Software, E-time, Webfusion, eCRV, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Inventory Management Software, Data Backup and Recovery Software, Recordkeeping Software, Internet, and other job-related software.

Ability to Travel

Occasional travel required for trainings and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, patience, decisiveness, and flexibility.

Work Environment

The noise level in the work environment is usually quiet to moderate.



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Work is performed primarily in an office setting with frequent computer use and occasional travel. Occasionally required to drive or work in adverse weather conditions. Occasionally required to work late hours. The job involves dealing with and calming individuals who are emotionally charged over an issue. There is extensive attention to detail and deadlines.

Equipment and Tools

Standard office equipment including computer, calculator, copier, telephone, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Intermittently moves equipment up to 80 pounds (election equipment and supplies).

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

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Reasonable Accommodation Notice

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5/2013

“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”



SHERIFF

Department Sheriff's Office
DBM/Grade To be determined
Reports to Electorate, Citizens of Aitkin County
FLSA Status Exempt
Union Status Non-union

Job Summary

The Sheriff is, by statute, the chief law enforcement officer of the county, with responsibility for managing and directing the overall operations and personnel of the Sheriff's Office to protect the rights of citizens and to enforce all laws, statutes and ordinances. The Sheriff is responsible for keeping peace and good order within the county 24 hours a day, 7 days a week, 52 weeks a year, and cannot delegate that ultimate responsibility.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

The County Sheriff directs an office of over 50 employees, plus volunteers.

Directly supervises two subordinate supervisors, the Undersheriff and Jail Administrator, who oversee law enforcement, jail, and support staff. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out policy-making and supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. This job description indicates the normal type and level of work expected of the incumbent. Other duties may be required by MN Statute.

1. Responsible for law enforcement of the county, including jail, deputies and administration. Manages and directs the overall operations and personnel of the office to protect the rights of citizens and to enforce all laws, statutes and ordinances. Makes crucial decisions to deal effectively with emergency situations that arise. Pursues and apprehends all felons, executes all processes, writs, precepts and orders issued or made by lawful authority and court orders. Supervises investigations of all serious crimes within the county. Reviews arrest reports and related documentation filed by



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- Deputies and consults with office personnel, Sergeants and Deputies to assure appropriate actions are taken.
2. Operates various divisions within the office including Jail, Dispatch, S.T.S., Court Security Division, Emergency Management, Civil Process, Boat and Water Division and various task forces.
 3. Directs service of all civil process in the county; negotiates contracts, budgets and provides oversight to the civil process division with regard to other county departments and the service of their civil process.
 4. In charge of all water patrol and safety on county lakes; involves displaying all safety buoy markers; maintains snowmobile safety by patrolling area trails; heads up Search & Rescue during operations.
 5. Oversee Court Security Division, consults with Attorney's Office, Court, and Court Administration to coordinate the safe operation of the court system.
 6. Maintains a computerized records division with the office; provides cost analysis, budget and oversight to county-wide law enforcement records management system, including implementation, budget, contracts and billing of the joint powers agreements regarding same; directs the filing and security of all records; maintains the computer security system; maintains an evidence control storage and preservation system.
 7. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 8. Provides input to County Board concerning budget needs of the office and its managed programs. Prepares and monitors budgets; prepares and disseminates year-end reports; approves all billings; Responsible for planning and budgeting through grants as necessary and participates or delegates participation in the governance of various groups; provides oversight and management for these task force obligations; writes grants and files grant fund reimbursement requests; develops contracts, and writes joint powers agreements to support various programs, such as D.A.R.E., water safety, crime prevention, and emergency management performance grant (EMPG).
 9. Plans and evaluates the purchase of new equipment; supervises equipment maintenance bidding and contracting; works to ensure the most cost effective alternatives are identified when planning expenditures.
 10. Directs operation of law enforcement support activities. By statute, the Sheriff has charge and custody of the 89-bed county jail, to receive and safely keep all persons lawfully committed and not release any person unless discharged by due course of law; responsible for budget and oversight of contracts and prisoner inmates housed in the county jail for other counties and the State of Minnesota short term offenders; negotiates contracts for services including inmate housing, food vendors, equipment and other services; negotiates contracts, budgets and provides oversight of the jail medical director doctor and nursing staff; responsible for safe transport of all those in custody and those housed for other counties under contract or agreement; responsible for operation and oversight of the 911 P.S.A.P. (Public Service Answering Point) emergency telephone and dispatch system and budget; and oversees the provision of contract law enforcement for auctions, sales, events.
 11. Responsible for communications that maintain relationships key to the function of the county; plans and carries out communications at a level that can impact the morale and performance of staff. Plans



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and carries out public information and community relations activities for the Sheriff's Office; the Sheriff is the direct contact person to the governor of the state for emergency situations involving disasters and civil disturbances; serves as liaison between local and state law enforcement agencies, for purposes of exchanging information and determining necessary action regarding issues of mutual concern, investigation of crimes, and pursuit of fugitives; performs intergovernmental relations activities, including speaking on behalf of the county with representatives or bodies of state agencies or the legislature; coordinates efforts with the County Board, peers from other counties and police agencies within the county; hears and resolves complaints of the public regarding law enforcement activities and procedures; keeps current on technology within Sheriff's Office and assists with development of technology for all county law enforcement agencies.

12. Conducts business in accordance with the Open Meeting law.
 13. Serves as the Minnesota Government Data Practices Act, Sheriff's Office, Responsible Authority. Appropriately responds to requests for government data or approves release of information. Maintains department data in accordance with records retention schedules.
 14. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
 15. Attends conferences and continuing education courses as needed.
- Performs other job-related duties as apparent – may occasionally fill in for a subordinate.

Minimum Qualifications

Per statute the Sheriff must be 18 years old; Aitkin County resident; licensed or eligible to be licensed by the P.O.S.T. Board, which includes two years post-secondary education or more; and continues to receive education to be licensed. Job content points to a reasonable requirement of a Bachelor's Degree in public administration, criminal justice or a related field, plus completion of police management coursework and ten years progressively responsible full-time experience as a P.O.S.T. recognized licensed peace officer with experience working in a Sheriff's Office; jail experience, civil defense experience, investigations, working knowledge of a P.S.A.P., boat and water, and managing volunteers.

Valid MN driver's license required.

Knowledge, Skills, and Abilities Required

Knowledge of office and county organization and administrative policies, procedures and practices; effective law enforcement methods; criminal statutes and ordinances; police management concepts; police personnel management; first aid procedures; the road and highway layout, topography and population patterns of Aitkin County; current state and local laws relating to law enforcement including crime detection and knowledge of criminal investigation, gathering and preserving evidence, interrogation and rules of evidence; the rules of criminal procedures pertaining to search and seizure and interviewing suspects and witnesses in criminal matters and forensics.

Skill in reading, writing and speaking English proficiently; organizing, prioritizing and delegating work; dealing with the public and utilizing public relation skills to resolve problems or to explain laws or



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departmental operations and rules; driving, including high speed pursuit driving; the use and care of firearms; effective interviewing techniques; the use of computers and all other job-related equipment.

Ability to develop and maintain effective working relationships with the County Board, peers, Native American community leaders and law enforcement; subordinates, other county staff, citizens and community officials and other members of the public; push, pull, lift or transfer up to 100 pounds; operate vehicles and all other job-related equipment; demonstrate effective oral and written English communication skills; understand and carry out oral and written instructions; execute duties firmly, tactfully, courteously and impartially; react quickly and calmly to emergency situations; analyze program functioning and recommend sound alternatives of restructuring; collect and interpret data and fiscal management procedures; write contracts and grants; supervise, direct work of, and evaluate subordinates in a manner that will stimulate growth and development; maintain confidentiality; train, motivate and discipline staff.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Webfusion, Microsoft Word, Excel, Outlook, PowerPoint, specialized inventory management and law enforcement software, and the Internet.

Ability to Travel

Regular travel required for court hearings, trainings, and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):



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Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, patience, decisiveness, flexibility, and crisis management.

Work Environment

Approximately 75% of the time is spent working in the office and 25% out of the office for a variety of community and law enforcement activities. Moderate vehicle travel is required. While patrol duties are limited in frequency, the Sheriff is subject to dealing with emergency situations including hostile and combative persons as well as dealing with people wielding deadly weapons such as guns or knives; occasionally is exposed to contagious diseases such as HIV, Hepatitis or Tuberculosis; required to drive at high rates of speed on all types of road conditions; subject to working under all types of weather conditions; subject to exposure to dangerous chemicals, dangerous animals, fumes and dust; works with and handles firearms and substances such as tear gas, pepper mace and controlled substances; periodically required to work in inadequate lighting and subject to intense siren, gun shot, and K-9 barking and radio noise; required to be available for subordinates to call including days, nights, weekends and holidays; may work long hours during investigations and emergency situations.

As an Elected Officer, the County Sheriff is a policy-maker and a decision-maker, and is vested with the sworn duty to uphold and fulfill the statutory duties of the office of County Sheriff.

Equipment and Tools

Personal protective equipment, squad car, radars, Intoxilyzer sensors, portable and mobile radios, firearms (handgun, shotgun, automatic rifle), Taser, Preliminary Breath Tester, expandable baton, handcuffs, flashlight, first aid, hand tools, power tools, measuring and metering devices, oxygen units, tape recorders, cameras, audio and video equipment, computer and software, printer, telephone, pagers, copier, fax, statute books, calculator, shredder, county-owned vehicles, trailers, ATV, winch, snowmobile, boat, and other job-related equipment.

Physical Activities/Requirements

Must have and maintain the physical ability to perform the essential functions of this position. Physical requirements include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, twisting, fingering, grasping, feeling, smelling, talking, hearing, seeing and repetitive motions.

Very Heavy Work which involves exerting in excess of 100 pounds of force.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by persons assigned to this job classification. This is not an exhaustive list of all duties and



Position Description

responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and person in position.

Reasonable Accommodation Notice

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

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“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”



COUNTY RECORDER

Department Recorder's Office
DBM/Grade To be determined
FLSA Status Exempt
Union Status Non-union

Job Summary

To develop and implement procedures for laws which are passed by the Minnesota State Legislature governing filing, recording, and retention of documents including Registrar of Title (abstract title and torrens title), Vital Statistics and Personal Property documentation. To serve as department head of the County Recorder's Office with primary responsibility to ensure that all elements of the office function effectively and efficiently. Responsible for organizing, directing, and coordinating the activities of subordinates engaged in the direct processing of titles, vital statistics, and other documentation.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

Manages 3 non-supervisory employees in the department. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Incumbent may perform other essential and nonessential functions as statutorily assigned or apparent to meet the ongoing needs of the office and organization. Position affirms by oath to carry out all duties, functions, and responsibilities of the County Recorder's office.

1. Develops and implements procedures for laws which are passed by the Minnesota State Legislature governing filing, recording, and retention of documents including Registrar of Title (abstract title and torrens title), Vital Statistics and Personal Property documentation.
2. Organizes, directs, and coordinates the activities of subordinates engaged in the direct processing of titles, vital statistics, and other documentation.
3. Provides input to County Administrator concerning budget needs.
4. Administers the department's budget as established, including forecasting revenues and expenditures; orders supplies and equipment for the department as budgeted.



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5. Supervises the financial aspects of the department's operations, including the collection and receipt of fees; maintains safe custody of funds; administers bookkeeping functions; prepares and reviews periodic financial, statistical, and other administrative reports for all divisions within the Recorder's Office. (Divisions within the department include Registrar of Title, Vital Statistics, and Uniform Commercial Codes.)
 6. Ensures the maintenance and security of historical records filed and recorded; oversees the recording, indexing, filing, memorializing, transferring, searching, and/or processing of various documents.
 7. Responds to public inquiries regarding official procedures; performs research related to land records and vital statistics for the general public, attorneys, bankers, realtors, and other agencies of the business community; disseminates collected information.
 8. Determines the legality of accepting certain documents, conforming to recording standards, title standards, and according to interpretation of statutes. May request legal opinion or ruling from the County Attorney, Attorney General, or Examiner of Titles when deemed necessary.
 9. Attests to all preserved legal documents as being factual for purposes of reproduction of same to those requesting.
 10. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 11. Conducts business in accordance with the Open Meeting law.
 12. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 13. Coordinates annual emergency practice drills in department.
 14. Attends conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in Business or Public Administration, Finance, Real Estate, or other closely related field, plus three years experience in a related position, or an equivalent combination of education and experience sufficient to perform the essential functions of the position. Three years of supervisory experience in a related position preferred. Past experience in County government also preferred.

Areas of beneficial knowledge for the position of County Recorder include: Abstracting, Administration, Budgeting, Department of Revenue, Legal Descriptions, Probate Codes, Records Retention, Records Preservation, Registered Property, Title Standards, Business Law, Librarian, Abstract Property, Archival Reproduction, Condominium Law, Internal Revenue Service, Human Resources, Real Estate Law, Survey, Uniform Commercial Code, Contract Law, and Accounting.

U.S. Citizenship required. Valid Minnesota driver's license required.



Knowledge, Skills, and Abilities Required

Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Recorder.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. County and departmental policies, procedures, and practices.
4. Accounting procedures and mathematics sufficient to oversee development of the department's financial records.

Skill in:

1. Developing and implementing effective office procedures.
2. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
3. Communication and interpersonal skills as applied to interaction with staff, peers, and the general public sufficient to communicate, process, and disseminate information and to explain laws and/or departmental operations and rules.
4. Performing research and analyzing and applying the research findings.
5. Typing skill sufficient to complete 30 net words per minute without errors.
6. Reading, writing, and speaking English proficiently.
7. The operation of computers and all other job-related equipment.
8. Interpreting statutes.

Ability to:

1. Supervise staff and to assign, delegate, and coordinate work and staff in a manner conducive to high morale and effective performance.
2. Perform all statutory duties and functions of County Recorder.
3. Write neatly.
4. Present information clearly and logically in written and verbal form.
5. Manage time and workload effectively.
6. Travel and work in excess of standard hours when necessary.
9. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers and subordinates with respect, honesty, and consideration.
10. Maintain confidentiality.
11. Work independently, exercise good judgment, and meet deadlines.
12. Perform multiple on-going tasks accurately and efficiently.
13. Accurately compute, classify, record, and verify numerical data.
14. Read and interpret legal descriptions of property, read maps, define problems, collect data, establish facts, and draw valid conclusions.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.



Position Description

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, geographic information system (WebFusion), Microsoft Word, Excel, Outlook, Internet, and other job-related software.

Ability to Travel

Occasional travel is required for trainings and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, and innovation.

Work Environment

The noise level in the work environment is usually quiet to moderate.

Equipment and Tools

Computer, copier, fax, telephone, printer, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.



Position Description

While performing the duties of this job, the incumbent performs light to medium work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safety is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by persons assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and person in position.

Reasonable Accommodation Notice

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

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"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."



COUNTY TREASURER

Department Treasurer's Office
DBM/Grade To be determined
FLSA Status Exempt
Union Status Non-union

Job Summary

To serve as the Financial Officer of the county and to provide financial oversight and supervision to investment, collection and distribution of all funds received and paid out by the county. To supervise the staff and operational activities within the County Treasurer's office.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

Manages two (2) non-supervisory employees in the department. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Incumbent may perform other essential and nonessential functions as statutorily assigned or apparent to meet the ongoing needs of the office and organization. Position affirms by oath to carry out all duties, functions, and responsibilities of the County Treasurer's office.

1. Acts as the Investment Banker for the county-manages a \$26-32 million dollar portfolio. Develops and adheres to a county investment policy which addresses risks, limitations and acceptable investment instruments, while addressing safety of funds and potential income to be achieved. Performs ongoing analysis and awareness to maintain sufficient cash flow. Reports to the county board on a regular basis as outlined in the investment policy. Monitors pledged securities which serve as collateral at banking institutions. Consults with county departments on cash flow needs.
2. Maintains an accounting system of all funds received and disbursed. Issues receipts and keeps an accurate account of all revenues received by all departments within the county. Issues disbursements to meet the cash obligations of the county. Balances/reconciles all accounts with county auditor and prepares monthly reporting.



Position Description

3. Maintains the checkbooks and savings accounts for the county, countersigns all checks, performs daily deposits, and reconciles various bank accounts.
4. Oversees the disbursement of over 35,000 truth in taxation notices and tax statements. Distributes late notices to affected property owners, on an appropriate schedule.
5. Administers the collection, receipt, posting and distribution of all real estate, mobile home and personal property taxes. Prepares media advertisements for due dates. Administers prepaid tax process and escrow accounts.
6. Interprets legislation that affects the calculation and administration of property taxes, mortgage registration tax, deed tax, and county investments and reports to staff in understandable terms.
7. Interprets and explains regulations and state laws to realtors, bankers and the general public.
8. Administers the delinquent mobile home tax process by preparing appropriate notices to taxpayers along with following required procedures to collect the tax.
9. Researches software changes for applications used for department procedures and informs and educates appropriate employees. Works with IT department on application of appropriate software updates.
10. Communicates with the public regarding inquires and tax searches, handles tax payer correspondence, certifies mobile home tax status for transfers of title in the license center and for moving outside of the county, and gives assistance to the public for Property Tax Refunds (M1PR).
11. Prepares and maintains an annual budget for the County Treasurer office.
12. Supervises the preparation, filing and payment of all unclaimed property with the Department of Commerce.
13. Oversees the central mailing for all departments.
14. Supervises and evaluates staff on all department functions, manages employee concerns, directs work assignments, counsels/disciplines employees when necessary, provides employee training and development.
15. Recruits new employees as needed to fill vacancies, in collaboration with the HR Department, and provides training to them.
16. Determines appropriate purchases/replacements of office equipment and technology
17. Prepares reports for the state auditors in order to provide information for an efficient audit.
18. Implements new processes, procedures and policies and make recommendations to county board to improve service and department functions.
19. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
20. Conducts business in accordance with the Open Meeting law.
21. Serves as the Minnesota Government Data Practices Act, Treasurer's Office, Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
22. Coordinates annual emergency practice drills in department.
23. Attends conferences and continuing education courses as needed.
24. Performs other related duties as assigned or apparent.



Position Description

Minimum Qualifications

Job content points to a reasonable requirement of a Bachelor's degree in Finance or Accounting, plus five or more years related experience and/or training; or an equivalent combination of education and experience sufficient to perform the essential duties of the position. Prior supervisory experience beneficial.

Must meet eligibility requirements to hold an elected office. Must be bondable. Valid Minnesota driver's license required.

For passport services, an incumbent must also meet the following qualifications:

- Be a United States citizen or U.S. national
- Be at least 18 years old
- Be approved by the Department of State
- Be a permanent employee of the designated facility (not temporary, *ad hoc*, contractual, or volunteer) or be an employee on-site at a Passport Agency
- Be unable to issue, create, or amend citizenship or identity documents, such as birth certificates and driver's licenses
- Be all of the following:
 - o Not presently on parole or probation related to any Federal, state, or local convictions
 - o Not presently under indictment for a Federal, state, or local felony
 - o Not presently under indictment for a misdemeanor related to breach of trust or moral turpitude
 - o Free of any Federal, state, or local felony convictions
 - o Free of any Federal, state, or local misdemeanor conviction related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust)

Knowledge, Skills, and Abilities Required

Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Treasurer.
2. County and departmental policies, procedures, and practices.
3. The Minnesota Property Tax system
4. Minnesota Government Data Practices Act.
5. Accounting and bookkeeping practices and principles.
6. Investment principles and requirements.
7. Governmental Accounting Standards Board (GASB) reporting standards.



Position Description

Skill in:

1. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Interpersonal skills for interaction with employees, general public, other department heads and the county board.
4. Operation of office equipment, such as, computer, 10 key calculator, copier and fax machine
5. AS 400 Computer experience
6. Public relation skills
7. Reading, writing, and speaking English proficiently.
8. Good reading comprehension skills

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Ability to read and understand legal descriptions

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw and interpret bar graphs. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Financial System (IFS), County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, Recordkeeping Software, Property Tax System, and Internet.

Ability to Travel

Travel required for trainings and meetings in and out of Aitkin County.



Position Description

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, and innovation.

Work Environment

The noise level in the work environment is usually moderate.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key Calculator, shredder, postage machine, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the incumbent performs light to medium work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by persons assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and person in position.

Reasonable Accommodation Notice

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



Position Description

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“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”

Attached are the duties of the elected officials. Elizabeth Lincoln with the Legislative Reference Library (651-296-8338) stated that the County Attorney's duties are contained in MN Statute 388.051, but the other elected officials duties would be included within statutes. She directed staff to the 2013 MN Statutes Index Topics. When a topic is selected, it will display the state statutes that correspond to that topic. Attached is MN Statute 388.051 and a list of the duties by elected official.

388.051 DUTIES.

Subdivision 1. **General provisions.** The county attorney shall:

- (a) appear in all cases in which the county is a party;
- (b) give opinions and advice, upon the request of the county board or any county officer, upon all matters in which the county is or may be interested, or in relation to the official duties of the board or officer;
- (c) prosecute felonies, including the drawing of indictments found by the grand jury, and, to the extent prescribed by law, gross misdemeanors, misdemeanors, petty misdemeanors, and violations of municipal ordinances, charter provisions and rules or regulations;
- (d) attend before the grand jury, give them legal advice, and examine witnesses in their presence;
- (e) request the court administrator to issue subpoenas to bring witnesses before the grand jury or any judge or judicial officer before whom the county attorney is conducting a criminal hearing;
- (f) attend any inquest at the request of the coroner; and
- (g) appear, when requested by the attorney general, for the state in any case instituted by the attorney general in the county attorney's county or before the United States Land Office in case of application to preempt or locate any public lands claimed by the state and assist in the preparation and trial.

Subd. 2. **Special provisions.** (a) In Anoka, Carver, Dakota, Hennepin, Scott, and Washington Counties, only the county attorney shall prosecute gross misdemeanor violations of sections 289A.63, subdivisions 1, 2, 4, and 6; 297B.10; 609.255, subdivision 3; 609.377; 609.378; 609.41; and 617.247.

(b) In Ramsey County, only the county attorney shall prosecute gross misdemeanor violations of sections 609.255, subdivision 3; 609.377; and 609.378.

(c) The county attorney shall prosecute failure to report physical or sexual child abuse or neglect as provided under section 626.556, subdivision 6, violations of fifth-degree criminal sexual conduct under section 609.3451, and environmental law violations under sections 115.071, 299F.098, and 609.671.

Subd. 3. **Charging and plea negotiation policies and practices; written guidelines required.** (a) On or before January 1, 1995, each county attorney shall adopt written guidelines governing the county attorney's charging and plea negotiation policies and practices. The guidelines shall address, but need not be limited to, the following matters:

- (1) the circumstances under which plea negotiation agreements are permissible;
- (2) the factors that are considered in making charging decisions and formulating plea agreements; and
- (3) the extent to which input from other persons concerned with a prosecution, such as victims and law enforcement officers, is considered in formulating plea agreements.

(b) Plea negotiation policies and procedures adopted under this subdivision are public data, as defined in section 13.02.

Subd. 4. Firearms exemption. Notwithstanding section 626.84, subdivision 2, a county attorney, or an assistant county attorney appointed under section 388.10, who lawfully possesses a permit to carry a pistol issued in accordance with section 624.714 may possess and carry a firearm while on duty, unless restricted by the county attorney.

History: 1979 c 233 s 3; 1983 c 177 s 5; 1983 c 345 s 9; 1984 c 573 s 8; 1985 c 248 s 57; 1985 c 266 s 1; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1988 c 529 s 1; 1989 c 52 s 1; 1989 c 337 s 11; 1990 c 480 art 1 s 46; 1994 c 636 art 2 s 9; 2012 c 171 s 1

COUNTY ATTORNEYS

There are 11 pages of statutes that apply to the County Attorney. Below are the statutes that contain duties of the County Attorney.

District court judges, duties, [Minn. Statutes 2013 388.12](#)
Auxiliary forest, duties, [Minn. Statutes 2013 88.48](#), [2013 88.49](#)
Ballots, duties, [Minn. Statutes 2013 204D.04](#), [2013 206.85](#)
Budget, county board, duties, [Minn. Statutes 2013 388.18](#)
Campaign practices law, duties, [Minn. Statutes 2013 211A.08](#)
Chemically dependent persons, commitments, duties, [Minn. Statutes 2013 145.698](#)
Damage, duties, [Minn. Statutes 2013 609.541](#)
County attorneys council, duties, [Minn. Statutes 2013 388.19](#)
Contracts, paternity or child support lawsuits, duties for county welfare board, [Minn. Statutes 2013 393.11](#)
Coroners' inquests, duties, generally, [Minn. Statutes 2013 388.051](#)
Pretrial diversion programs, duties, [Minn. Statutes 2013 401.065](#)
Victims of crime, duties, *see* under **PROSECUTORS**
Deceptive or unfair practices against disabled persons or senior citizens, prosecution, duties, [Minn. Statutes 2013 609.2336](#)
Dog licenses, duties regarding, [Minn. Statutes 2013 347.11](#), [2013 347.19](#)
Domestic abuse, duties
Duties, generally, [Minn. Statutes 2013 103E.071](#)
Duties generally, [Minn. Statutes 2013 388.051](#)
Human services, licensing, duties, [Minn. Statutes 2013 245A.16](#)
Excessive soil loss, complaints, duties
Extradition, duties regarding, requisition for return of defendant or convict, [Minn. Statutes 2013 629.23](#)
Fees
Financial institutions, duties
Forfeiture of property, criminal forfeitures, duties, [Minn. Statutes 2013 609.531](#), [2013 609.5313](#), [2013 609.5314](#), [2013 609.5317](#)
Grand juries, duties
Duties, [Minn. Statutes 2013 245A.16](#)
Duties, generally, [Minn. Statutes 2013 388.051](#)
Jails, duties regarding, inmate transfers, [Minn. Statutes 2013 643.01](#)
Hearings, duties, [Minn. Statutes 2013 260B.163](#), [2013 260C.163](#)
Campaign practices violations, duties, [Minn. Statutes 2013 211A.08](#), [2013 211B.16](#)
Paternity lawsuits, duties, [Minn. Statutes 2013 257.69](#)

COUNTY AUDITORS

There are 17 pages of statutes that apply to the County Auditor. Below are the statutes that contain duties of the County Auditor.

Absentee voting, duties, *see* [ABSENTEE VOTING](#)
Affidavits of candidacy, duties, [Minn. Statutes 2013 204B.10](#)
Property tax lists, duties, *see* [Tax lists](#) under this topic
Auxiliary forests, duties, [Minn. Statutes 2013 88.48](#), [2013 88.49](#), [2013 88.52](#)
Electronic voting system results, duties, [Minn. Statutes 2013 206.86](#)
Unofficial ballots, duties regarding, [Minn. Statutes 2013 203B.06](#)
Local government debt limits, duties regarding, [Minn. Statutes 2013 475.53](#), [2013 475.61](#) to [2013 475.64](#)
Campaign practices, duties, *see* [CAMPAIGN PRACTICES](#)
Change of county seat, duties
Change of name, auditor's duties regarding, [Minn. Statutes 2013 201.14](#), [2013 259.11](#)
County board, duties, [Minn. Statutes 2013 282.09](#)
Counties, auditor's duties regarding
Change of county seat, duties, *see* same under this topic
County boards, duties regarding
County funds and accounts, duties, *see* [Funds and accounts](#) under [COUNTIES](#)
County hospitals, duties, [Minn. Statutes 2013 376.04](#)
County law libraries, duties, [Minn. Statutes 2013 134A.06](#), [2013 134A.13](#)
Incidental expenses, duties, [Minn. Statutes 2013 375.16](#)
Drainage systems, duties, *see* [County auditors](#) under [DRAINAGE SYSTEMS](#)
Duties and powers
Modification of, with assignment of county treasurer's duties, [Minn. Statutes 2013 375A.121](#)
Neglect of tax-related duties, fines, [Minn. Statutes 2013 273.21](#)
Delegation of duties, [Minn. Statutes 2013 204B.25](#)
Duties, generally, [Minn. Statutes 2013 204B.25](#), [2013 204B.28](#)
Emergency telecommunications systems, enhanced 911 systems account, duties, [Minn. Statutes 2013 403.113](#)
Neglect of tax-related duties, [Minn. Statutes 2013 273.21](#)
Fireworks display permits, duties, [Minn. Statutes 2013 624.22](#)
General elections, duties, *see* [GENERAL ELECTIONS](#)
Maps, voting precincts, duties, [Minn. Statutes 2013 204B.14](#)
Consolidation of duties under, [Minn. Statutes 2013 375A.11](#)
Vacancies in office, consolidation of duties, [Minn. Statutes 2013 375A.11](#)
Duties regarding, school districts, [Minn. Statutes 2013 123A.40](#), [2013 123A.50](#)
Polling places, duties, *see* [POLLING PLACES](#)
Precinct caucuses, duties, [Minn. Statutes 2013 202A.14](#), [2013 202A.15](#)
Collection and distribution, duties, [Minn. Statutes 2013 276.12](#)
Disaster or emergency areas, duties regarding, [Minn. Statutes 2013 273.1231](#) to [2013 273.1235](#)
Metropolitan Council levies, duties, [Minn. Statutes 2013 473.13](#)
Court administrators, duties, [Minn. Statutes 2013 280.07](#)
County officers, appointed to perform auditors' duties, [Minn. Statutes 2013 351.16](#)
Deferred amounts, duties regarding, [Minn. Statutes 2013 290B.04](#), [2013 290B.05](#), [2013 290B.07](#), [2013 290B.08](#)
Excess assessments, duties, [Minn. Statutes 2013 430.07](#)
Special elections, duties, *see* [SPECIAL ELECTIONS](#)
State auditor, county auditor duties regarding, [Minn. Statutes 2013 6.51](#), [2013 6.52](#)
Modification of duties, [Minn. Statutes 2013 375A.121](#)

Tax statements, **duties**, Minn. Statutes 2013 471.69

Tax increment financing, **duties**, *see* TAX INCREMENT FINANCING

Tax statements, **duties**, Minn. Statutes 2013 471.69

Towns, auditor's **duties** regarding

Optional county governments, consolidation of **duties**, Minn. Statutes 2013 375A.11

Neglect of tax-related **duties**, fines, Minn. Statutes 2013 273.21, 2013 351.14 to 2013 351.23

Tax assessment **duties**, Minn. Statutes 2013 273.21, 2013 274.12

Voter registration, **duties**, *see* VOTER REGISTRATION

Voting, **duties**, *see* VOTING

War Memorial Building account, **duties**, Minn. Statutes 2013 373.053

Establishment proceedings, **duties** regarding, Minn. Statutes 2013 103D.221, 2013 103D.225, 2013 103D.231

COUNTY RECORDERS

There are 10 pages of statutes that apply to the County Recorder. Below are the statutes that contain duties of the County Recorder.

Abstracts of title, *see* [County recorders, duties](#) under [ABSTRACTS OF TITLE](#)
Agricultural preserves, [duties](#), [Minn. Statutes 2013 40A.10](#), [2013 40A.11](#)
Attachment orders, [duties](#) regarding, recording as if mortgage, [Minn. Statutes 2013 570.14](#)
County boards, [duties](#), [Minn. Statutes 2013 386.015](#)
Dakota County, appointment, [duties](#), [Minn. Statutes 2013 383D.09](#)
Deeds, *see* [County recorders, duties](#) under [DEEDS](#)
Land registration, [duties](#)
Compensation for [duties](#), [Minn. Statutes 2013 386.015](#)
Lien statements, [duties](#) regarding, [Minn. Statutes 2013 514.661](#)
Metropolitan area towns, vacation of streets, [duties](#) regarding, [Minn. Statutes 2013 368.01](#)
[Duties](#) regarding, [Minn. Statutes 2013 505.08](#)
Registered lands, records, searching, [duties](#), [Minn. Statutes 2013 548.091](#)
Sheriffs, bond and oath, [duties](#) regarding, [Minn. Statutes 2013 387.01](#), [2013 387.02](#)

COUNTY TREASURERS

There are 5 pages of statutes that apply to the County Treasurer. Below are the statutes that contain duties of the County Treasurer.

Modification of duties, [Minn. Statutes 2013 375A.121](#)
Property tax lists, duties, *see* [Tax lists](#) under [PROPERTY TAXES](#)
Claims, duties, [Minn. Statutes 2013 6.60](#)
Auxiliary forests, duties, [Minn. Statutes 2013 88.48](#)
Duplicate bonds, duties, [Minn. Statutes 2013 475.68](#) to [2013 475.70](#)
Municipal debt service aid, duties regarding, [Minn. Statutes 2013 475A.04](#)
Cemeteries, duties regarding
Consolidation of counties, duties, [Minn. Statutes 2013 371.11](#)
County funds, duties, *see* [Funds and accounts](#) under [COUNTIES](#)
County law libraries, duties, [Minn. Statutes 2013 134A.13](#)
County nursing homes, duties, [Minn. Statutes 2013 376.56](#), [2013 376.58](#), [2013 376.59](#)
District court, duties, fines and penalties, disposition, [Minn. Statutes 2013 484.90](#)
Collection, duties, [Minn. Statutes 2013 385.373](#), [2013 385.38](#)
Fire prevention improvements to private lands, duties, [Minn. Statutes 2013 88.41](#)
Group foster care, cost of care, duties, [Minn. Statutes 2013 260B.331](#), [2013 260C.331](#)
Land registration duties, [Minn. Statutes 2013 508.75](#)
Property tax lists, duties, *see* [Tax lists](#) under [PROPERTY TAXES](#)
Consolidation of duties, [Minn. Statutes 2013 375A.11](#)
County auditor-administrator, duties transferred to county treasurers, [Minn. Statutes 2013 375A.08](#)
Park districts, duties, [Minn. Statutes 2013 398.18](#), [2013 398.21](#)
Property taxes, duties regarding
Economic development tax abatement, duties, [Minn. Statutes 2013 375.194](#)
Senior citizens' property tax deferral program, duties, [Minn. Statutes 2013 270B.12](#), [2013 290B.07](#), [2013 290B.09](#)
Real estate tax judgment sales, duties, *see* [REAL ESTATE TAX JUDGMENT SALES](#)
Senior citizens' property tax deferral program, duties, [Minn. Statutes 2013 270B.12](#), [2013 290B.07](#), [2013 290B.09](#)
Sheriff's contingent fund, duties, [Minn. Statutes 2013 387.212](#), [2013 387.213](#)
Soil and water conservation districts, improvements, duties, [Minn. Statutes 2013 103C.601](#)
Statutory cities, dissolving, duties, [Minn. Statutes 2013 412.091](#), [2013 412.093](#)
Modification of duties, [Minn. Statutes 2013 375A.121](#)
Teachers Retirement Association, fiduciary duties, [Minn. Statutes 2013 354.52](#)
Towns, duties
Wildlife management and military refuge lands, duties, [Minn. Statutes 2013 477A.14](#)

SHERIFFS

There are 28 pages of statutes that apply to the County Sheriff. Below are the statutes that contain duties of the County Sheriff.

Adjournment of court, absence of judge, **duties**, [Minn. Statutes 2013 484.31](#)
All-terrain vehicles, **duties**, ice on bodies of water, restricting vehicles from, [Minn. Statutes 2013 86B.106](#)
Duties, generally, [Minn. Statutes 2013 387.03](#)
Interpreters for communication impaired persons, **duties**, [Minn. Statutes 2013 611.32](#)
County boards, **duties**, [Minn. Statutes 2013 387.14](#)
Discharge, civil service commission, **duties**, [Minn. Statutes 2013 387.37](#)
Detention in lieu of citation, **duties**, [Minn. Statutes 2013 629.72](#)
Duties, generally
Junk dealers, **duties**, [Minn. Statutes 2013 471.929](#)
Secondhand dealers, **duties**, [Minn. Statutes 2013 471.929](#)
Extradition **duties**, [Minn. Statutes 2013 629.27](#)
Fireworks display permits, applications, **duties**, [Minn. Statutes 2013 624.22](#)
Highway patrol **duties**, county board appropriations, [Minn. Statutes 2013 375.46](#)
County attorneys, performance of sheriff's **duties**, [Minn. Statutes 2013 390.31](#)
Defense, municipalities, **duties**, [Minn. Statutes 2013 471.44](#), [2013 471.45](#)
County boards, **duties**, [Minn. Statutes 2013 382.03](#)
Duties regarding, [Minn. Statutes 2013 514.50](#), [2013 580.06](#), [2013 580.24](#), [2013 580.25](#)
Furnishing to, county board, **duties**, [Minn. Statutes 2013 387.29](#)
Opening court, absence of judge, **duties**, [Minn. Statutes 2013 484.31](#)
Consolidation of **duties**, [Minn. Statutes 2013 375A.11](#)
Firearms, **duties**, [Minn. Statutes 2013 624.7131](#), [2013 624.7132](#), [2013 624.714](#)
Duties, [Minn. Statutes 2013 387.04](#)
Satisfaction of judgments, **duties** regarding, sheriff's return on execution required, [Minn. Statutes 2013 548.15](#)
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Unemployment insurance taxes, collection of taxes, reimbursements, or benefit overpayments, **duties**, [Minn. Statutes 2013 268.058](#)