

Job Opening

The Grant County Recorder's office has a job opening for a full-time Deputy Recorder/Clerk of Court. Anticipated start date is January 2, 2019. Applicant abilities will include:

- A strong working knowledge of computers
- Proficiency at word processing
- Able to learn and use specialized court/recording software
- Able to learn and apply procedures and rules specific to Recorder duties
- Able to learn and apply procedures and rules specific to Clerk of Court duties
- Detail oriented
- Able to interact with the public and deliver excellent customer service
- Able to adapt positively and quickly to changes
- Dependable with an ability to take initiative

The Deputy handles the duties of the office when the Recorder/Clerk of Court is out of the office.

Applications are available at www.grantcountynd.com or by contacting the Grant County Clerk of Court at 701-622-3615.

Please submit application or resume to the Grant County Recorder/Clerk, PO Box 258, Carson, ND 58529 or email to jafische@nd.gov. **Deadline is December 17, 2018.**