

## MEMBER ASSOCIATIONS

- North Dakota County Commissioners Association
- North Dakota County Auditors Association
- North Dakota County Clerks of District Court Association
- North Dakota County Recorders Association
- North Dakota County Treasurers Association

*The offices of district court judge, highway engineer, sheriff, state's attorney, superintendent of schools and tax director have specific education requirements set out separately in N.D. Century Code.*

Each county elected or formerly elected (appointed) position has a member association of peers with the same duties statewide. These associations feel it is important that new officials have training sessions to better equip them to carry out the duties of their office. Resolutions passed by these member associations resulted in legislation requiring newly elected and appointed officials to receive training within one year of their election or appointment. With

the passage of this law, each of the member associations developed a curriculum they felt would be worthwhile to new members. Because all courses may not be available every year, each association exercises flexibility in the required programs. ILG offers many of the required courses (as indicated by "ILG" following the course title, inside). Each Association may choose to keep a record of members' education efforts.

## INSTITUTE OF LOCAL GOVERNMENT

The Institute of Local Government was created by the ND Association of Counties (NDACo) to promote continuing education of county officials. In addition to helping county officials meet statutory training requirements, ILG provides a host of professional development opportunities throughout the year. Some of those opportunities are described below:

### COUNTY OFFICIALS ACADEMY

The County Officials Academy is typically held in March on legislative (odd numbered) years. It is designed to give both veteran and new officials an overview of county government, including the duties associated with different offices, important legislative issues and more.

Because many new county officials have legislatively mandated education requirements, workshops during County Officials Academy are specifically designed to provide a great opportunity for new officials to get a jump on meeting those obligations.

Because the County Officials Academy is held on election years during the legislative session, it also provides new and veteran officials an opportunity to get updated on county legislative priorities and meet with state legislative representatives from their area.

### LEGISLATIVE WRAP-UP

The Legislative Wrap-Up is a one-day workshop held after the legislative session which reviews recently passed legislation that will affect county budgets and operations.

### NDACo ANNUAL CONFERENCE

The NDACo Annual Conference is NDACo's premier educational and networking event. Held every October, the conference is a gathering of over 500 officials, guests and vendors from across the state. Conference activities include:

- Educational workshops, including ILG-credit qualifying opportunities
- Vendor exhibits including large equipment
- NDACo Board of Directors elections
- Discussion and voting on important legislative resolutions and initiatives
- ILG awards
- Excellence in County Government awards
- Presentation of scholarship winners
- Scheduled and informal opportunities to network with county officials, partners, state officials and others.

All county officials are strongly urged to attend the NDACo Annual Conference. Many consider it essential to their ability to provide the best service to their constituents.

ILG courses and registration are available online at:

[www.ndaco.org/ilg](http://www.ndaco.org/ilg)

**Institute of Local Government**

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# TRAINING REQUIREMENTS FOR NEW COUNTY OFFICIALS

*"One of the best rewards of a county office is the support you get from your member association, and the professional development they offer you through ILG."*

## CONGRATULATIONS!

You have been given the opportunity to serve your county as an elected or appointed official. Your peers in all counties have formed "member associations" to help you serve your county better.

As required by state law, your member association has set forth a curriculum of the requirements they feel will benefit you in your position.

This publication serves as a guide to those legislatively mandated training requirements. Your member association has worked closely with ILG to provide a professional development program.



*The Institute of Local Government is a non-profit subsidiary of the ND Association of Counties. Courses are available to county officials, other local government officials and private sector participants.*

**ND STATUTE ON COUNTY OFFICIALS TRAINING**

**NDCC 11-10-28: Newly elected or appointed county officials - Training.** Within one year of assuming office, an individual who is elected or appointed to the office of county commissioner, auditor, clerk of district court, recorder, or treasurer shall attend training based upon a curriculum specific to that office and approved by the statewide association for that office.



# COMMISSIONERS

Administrative decisions for the county are made by an elected governing board of three or five Commissioners. They often serve on other boards or make appointments to boards (social service board, park board, etc.) and are responsible for the county budget, county road department, social service administration, appointments of many offices, and many other county concerns. Visit the ND County Commissioners Association website: [www.ndcca.org](http://www.ndcca.org).

## REQUIREMENTS

The ND County Commissioners Association has developed a curriculum to fulfill the statutory requirement for newly elected or appointed commissioners. This curriculum calls for the completion of the below courses within the first 2 years of service.

### COUNTY OFFICIALS ACADEMY – ILG

ILG workshop held after the election to give new officials a broad overview of county government. Helps new and continuing officials better understand how county and state government work together.

### THE LEGISLATIVE PROCESS – ILG

Learn about the legislative process by attending an ILG course that discusses the process.

### CONDUCTING MEETINGS – ILG

Conducting meetings that have a prescribed agenda and a set procedure to help the meeting flow smoothly and purposefully.

### ROLE OF THE COMMISSIONER – ILG

Identifies commissioners as the chief policy makers of the county, and explores the powers and duties of the office.

### ETHICS IN GOVERNMENT – ILG

Participants are faced with critical incidents that challenge local government officials to make ethical decisions.

### BUDGETING – ILG

Training that introduces commissioners to the essential elements of budgeting.

### OPEN MEETINGS & OPEN RECORDS – ILG

Learn about laws regarding open meetings and records to ensure public awareness.

# AUDITORS

Auditors serve as the fiscal officers in a county, and act as secretaries to the commission unless someone is otherwise appointed to that duty. Auditors are responsible for tracking revenues, expenses, and levy estimates for budget preparation, setting final tax levies for collection, overseeing all financial transactions, and submitting bills for commission approval. They handle elections and maintain an inventory of the county's fixed assets.

*(See NDCC: 11-08-11 for duties; 11-13-01 to 11-13-18 general)*

## REQUIREMENTS

The ND Auditors Association has developed a curriculum to fulfill the statutory requirement for newly elected or appointed auditors. This curriculum calls for the completion of the sessions listed below within the first year of service. Auditors are encouraged to complete all sessions as soon as possible. New auditors are encouraged to enroll in ILG courses.

### CONDUCTING MEETINGS – ILG

Conducting meetings that have a prescribed agenda and a set procedure to help the meeting flow smoothly and purposefully.

### OPEN MEETINGS / RECORDS – ILG

Learn about laws regarding open meetings and records to ensure public awareness.

### LEGISLATIVE WRAP-UP – ILG

Learn about legislative changes through the ILG Legislative Wrap-Up Session.

### COUNTY OFFICIALS ACADEMY – ILG

ILG workshop held after the election to give new officials a broad overview of county government. Helps new and continuing officials better understand how county and state government work together.

### AUDITORS CONVENTION

Sessions specifically related to the duties of an auditor and needs of new auditors. Sessions vary from year to year.

### SECRETARY OF STATE – ELECTION SCHOOL

Provides information to auditors on how to conduct elections and how to report the results to the proper authorities.

# CLERKS OF COURT

Known as the "Custodian of Court Files," the clerk of court is responsible for maintaining records on civil actions (divorces, foreclosures, personal injury and property damage claims), restricted actions (juvenile proceedings, adoptions, paternity suits), criminal actions (burglary, murder, gross sexual imposition), child support, passports, and vital records. They summon jurors, maintain court exhibits and attend court sessions.

*(NDCC: 11-17-01 to 11-17-11 N.D.R. App P45; ND Supreme Court Admin. R. 5 Writs signed by Clerk 28-31-08)*

## REQUIREMENTS

The ND County Clerks of District Court Association has developed a curriculum to fulfill the statutory requirement for newly elected or appointed clerks. This curriculum calls for the completion of all the

hours listed below within the first year of service. Each segment of the orientation is checked off by the advisor clerk following completion. The completed checklist is then returned to the Director of Judicial Education of the N.D. Supreme Court. Clerks are encouraged to complete the Officials Program offered by ILG and to take additional ILG courses.

### 6 HOURS ORIENTATION PROGRAM

Phase I (completed within 30 days) – Involves meeting with the district court administrator, presiding judge, other support staff, and viewing the orientation videotape.

Phase II (completed within 6 months) – Involves on-site visits and consultation with the advisor clerk to assist with a specific understanding of duties and responsibility. Includes review of the clerk of court procedures manual.

Phase III (completed within 1 year) – Attendance at the annual clerks of court convention. This conference provides education on issues directly related to clerks of court.

### ILG COURSES

Choose any ILG courses approved by the education committee of the ND County Clerks of District Court Association.

# RECORDERS

As the official land records officer, a recorder keeps a record of each patent, deed, mortgage, bill of sale, security agreement, judgment decree, lien, certificate of sales, and other instruments required to be filed or recorded. Each record must have the date, hour, and minute of recording along with an assigned book/page and/or document number. Recorders file Burial Permits, Corner Record Monuments, Military Discharges and wills. They may issue marriage licenses and execute passports. They must also maintain a reception book, grantor/grantee index and land index, assist the public in finding information in any record or other information within their office.

*(NDCC: 11-18-01 for duties; 11-18-01 to 11-18-21 general)*

## REQUIREMENTS

The ND Recorders Association has developed a curriculum to fulfill the statutory requirement for newly elected or appointed recorders. This curriculum calls for the completion of the following within the first year of service. New recorders are encouraged to enroll in ILG courses and should consider completing the ILG Officials Program.

### MENTORING

A new recorder will have a mentor appointed by the Recorders Association education committee. The mentor will go over duties in the real estate section and other duties that are required in the recorder manual. The mentor will also offer guidance to the new recorder as necessary.

### COUNTY OFFICIALS ACADEMY – ILG

ILG workshop held after the election to give new officials a broad overview of county government. Helps new and continuing officials better understand how county and state government work together.

### THE LEGISLATIVE PROCESS – ILG

Learn about the legislative process by attending an ILG course that discusses the process. You can also earn hours by attending the

County Officials Academy and/or NDACo/ILG Legislative Wrap-Up.

### OPEN MEETINGS / OPEN RECORDS – ILG

Learn about laws regarding open meetings and records to ensure public awareness by attending an ILG course.

### RECORDS MANAGEMENT – ILG

Learn about the county records management program and the process involved regarding the disposal and retention of records by attending an ILG course.

### ANNUAL RECORDERS CONFERENCE

# TREASURERS

Once the annual tax levies have been determined, it is the responsibility of the county treasurers to send out tax statements to all property owners in the county. They then collect those property tax moneys in accordance with the rules and regulations that govern the use of those funds. They receive all revenues paid to a county and must keep an accurate record of the revenues and disbursements of a county. They also collect and record all fees and fines for the various county offices. Treasurers are also charged with the banking that needs to be done and with making investments in keeping with the North Dakota Century Code (NDCC) requirements.

*(See NDCC: 11-14-08 for duties; 11-14-02 to 11-14-21 general)*

## REQUIREMENTS

The ND Treasurers Association has developed a curriculum to fulfill the statutory requirement for newly elected or appointed treasurers. This curriculum calls for the completion of the following within the first year of service. A New Officials Committee decides the courses, locations and times of the Treasurers Program. This information will be given to newly elected or appointed treasurers shortly after taking office. New treasurers are encouraged to enroll in ILG courses. New treasurers are also encouraged to attend the ILG County Officials Academy within the first two years of their election.

### BASIC DUTIES/ROLE OF TREASURER'S OFFICE

### ATTEND ANNUAL TREASURER'S ASSOCIATION CONFERENCE, REGIONAL MEETING AND COUNTY OFFICIALS ACADEMY

### TAX LEVIES

### INVESTMENTS, SECURITIES & BONDING

### OPEN MEETINGS/OPEN RECORDS

### LEGISLATIVE PROCESS OR LEGISLATIVE CHANGES AFFECTING TREASURERS

### MENTORING

A new treasurer will have a mentor that is using the same software program as the new treasurer. If that is not possible, the mentor should be someone in close proximity to the new treasurer to allow for personal visits. The mentor will go over duties outlined in the ND County Treasurer's handbook. The mentor will also offer guidance to the new treasurer as necessary.