
SUBJECT: COUNTY OFFICES

ADOPTED DATE: APRIL 1, 2019

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APPOINTED OFFICES

Cass County Administrator: A full-time administrator assists the part-time, elected board of commissioners in the implementation of their strategic plan and in day-to-day activities. The administrator also supervises personnel and buildings and grounds maintenance.

Cass County Extension Agent: This is the county office of the NDSU Extension Service. The program's mission is to improve the quality of life through education and service.

Director of Tax Equalization: This office has a director and a deputy clerk who supervises, instructs, and assists city and township assessors with fair market values for all agricultural, commercial, and residential property of the county. They levy and collect taxes on all mobile homes in cities and rural areas of Cass County.

Finance Director: This office serves as the county's chief financial officer and custodian of certain court records and documents. The major office functions are county accounting, county property tax administration, election administration, and preparation of the annual county budget. The office also has custody of all county funds, collects taxes and disburses funds, invests county funds, reconciles bank statements, mails out real estate statements, records birth and death certificates, and marriage licenses. The treasurer also serves as custodian of certain county school district funds.

Highway Engineer: This office has the responsibility for the construction and maintenance of county roads and bridges. The county levies taxes for road and bridge construction. All public roads not part of the federal, state or county system are maintained by individual townships. Administration, finance, and road improvements are the major program areas of this department. In addition, the county engineer supervises vector control, as well as county planning services.

Information Technology Coordinator: This office provides all computer related services to county employees. The "voice mail" phone service for county offices is also run through this office.

Recorder: This office is responsible for filing and recording documents that pertain to personal and real property. The office is also required to maintain a permanent record of these documents which can include but is not limited to deeds, mortgages, leases, easements, plats, crop liens, state and federal tax liens, medical certificates, and a variety of other miscellaneous instruments. All of these records are open to the public.

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Social Services Director: The staff includes social workers, eligibility specialists, administrators, homemakers, and support staff. The department has been designated by law to provide poor relief and related services to the citizens of Cass County. The two major program areas are social services and economic assistance. The agency is directly responsible to the Cass County Social Services Board comprised of all five county commissioners and two non-voting citizen advisory members.

Veterans Service Officer: This department works with veterans and families of veterans within local, state and federal laws. The office provides assistance with pensions, military records, VA benefits, proof of service, burial and death payments. The office not only provides services to veterans, but also widows, orphans, and dependents of veterans.

Weed Control Officer: The weed control board appoints this position, whose purpose is to provide leadership and education in long-term control of noxious weeds.

HISTORICAL REFERENCE DATE: DECEMBER 12, 2002