

**POSITION DESCRIPTION
COUNTY OF JASPER, INDIANA**

POSITION: Deputy Auditor
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 1999

STATUS: Full-time

DATE REVISED: June 2011

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Jasper County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Auditor for the Jasper County Auditor's Office, responsible for assisting the public in filing various exemptions, locating real estate in plat book, transferring deeds, and performing various clerical duties.

DUTIES:

Answers telephone and greets visitors, providing information and assistance, taking messages, and/or transferring/directing to appropriate personnel.

Assists public with filing various deductions, including, but not limited to, homestead, veteran, and mortgage exemptions, completing related forms and entering/removing exemptions on computer. Receives death reports from Health Department and removes related exemptions from books and computer.

Locates real estate in plat book, including making copies, recording dates of ownership changes, reading legal descriptions, figuring acreage, and transferring deeds. Records property splits in plat books as needed.

Performs various clerical duties, including composing/typing correspondence and forms, processing department mail, mailing meeting minutes, processing checks, and filing and copying documents. Assists in maintaining inventory of office supplies and orders/purchases as needed.

Maintains ditch book, including posting payments and balancing with ledgers. Receives and receipts various fees and quietuses monies collected.

Prepares/processes petitions for correction of errors, including making calculations, compiling refund registers, and mailing refunds or corrected tax statements. Performs various tax distribution duties as required.

Records various ordinances and resolutions, and assists in processing submitted bids and maintaining related records.

Performs duties of other department personnel in their absence or as needed.

Performs related duties as required or assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard bookkeeping principles, ability to perform arithmetic calculations, and prepare and maintain accurate records, reports, and forms as required.

Working knowledge of County government, Department and standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to complete various forms and prepare documentation.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, abstractors, attorneys, various state departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, typewriter, microfilm reader, copier, calculator, and postage meter.

Ability to work in a team environment and work alone with minimum supervision.

Ability to work on several tasks at the same time, complete assignments effectively amidst frequent distractions and interruptions, and memorize and retain instruction.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to read/interpret detailed sketches and various maps.

Ability to occasionally work extended hours.

II. RESPONSIBILITY:

Incumbent performs moderately complex, standardized duties with work priorities determined primarily by service needs of the public and seasonal deadlines. Errors in incumbent's work are usually prevented through procedural safeguards and detected through notification from other departments, agencies, or the public. Undetected errors could result in loss of time to correct and inconvenience to other departments, agencies, or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, abstractors, attorneys, various state departments, and the public for the purpose of exchanging and explaining information, resolving problems, and rendering services.

Incumbent reports directly to Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, speaking clearly, hearing sounds/communicating, fingering/handling/grasping objects, crouching/kneeling, lifting objects weighing less than 25 pounds, and close vision. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy Auditor for the Auditor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name