

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

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

DATE WRITTEN: December 2009

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

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

Incumbent serves as Deputy for the Cass County Auditor's Office, responsible for maintenance of real estate and tax records and assisting the public.

DUTIES:

Processes applications for property tax exemptions and deductions, including completing necessary forms, posting information in proper ledger books, entering data in computer, and filing written documentation for permanent records in appropriate files.

Enters excise tax data in computer, balances monthly excise tax receipts, and reconciles receipts with Treasurer's Office.

Answers telephone and assists taxpayers at counter, responding to inquiries, researching information in computer, resolving discrepancies, filing tax exemptions/deductions, transferring deeds, and printing GIS maps as requested.

Researches records for property owners, including reviewing plat and transfer books, pulling old deeds, verifying accuracy, and re-platting problems to correct them.

Maintains and updates property information in GIS database, including drawing splits.

Balances deed/sales disclosure receipts.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

Working knowledge of standard office policies/procedures and Department computer systems and related programs, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of legal procedures concerning local property and personal taxation, with ability to read/interpret legal descriptions and assure proper maintenance of public records and tax billing.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete various forms/documents and prepare written reports as required.

Knowledge of standard filing systems and ability to create and maintain Department records/files.

Ability to properly operate standard office equipment, including computer, calculator, fax machine, copier, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, title companies, law offices, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department 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 understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to compute/perform arithmetic operations, such as figuring taxes and balancing statements.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to apply knowledge of people and/or locations and plan/layout assigned work projects.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule and established Department practices and guidelines. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor when interpretations of Departmental policies are thought necessary. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct error.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, title companies, law offices, and the public for purposes of exchanging/verifying information.

Incumbent reports directly to Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, keyboarding, close/far vision, color/depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy 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