

## **Deputy Auditor – Real Estate Division**

### **GENERAL JOB DESCRIPTION**

The Deputy Auditor in the Real Estate Division is responsible for general knowledge of the operations of the Real Estate. This employee provides services in all aspects of real estate assessment, transfers, programs and related functions and works well with others. The Deputy Auditor works to assure efficient and effective service to taxpayers while carrying out the many responsibilities, duties, deadlines and projects within the department. The position is unclassified.

Hours: 7:30AM – 4:00PM Monday through Friday

The County Auditor's Office provides a wide variety of services to the public and other governmental entities, and serves as the primary administrative office for county government. As an employee of the Athens County Auditor's Office, personnel are expected to provide courteous and knowledgeable assistance in a professional manner in person, by telephone, e-mail, and by written correspondence. While individual staff members may be assigned a specific area of general responsibility, all staff members are expected to assist each other as needed, with an emphasis on cross training throughout the department. This job description is not intended to provide a complete list of duties that may be assigned to an employee.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

#### *Job Duties*

- Maintain real property and manufactured home records including property descriptions noting changes due to a conveyance or notice
- Review of documents and legal instruments including but not limited to deeds, legal descriptions, plats, GIS and titles.
- Apply the current conveyance standards with the ability to develop and establish updated policies and transfer procedures in cooperation with the County Engineer
- Use paper and computer-generated maps with a general understanding of geographical informational systems.
- Assist and confer with property owners, attorneys, land surveyors, title agents, real estate and business representatives, in addition to staff in other county offices on a regular basis.
- Identify and correct fundamental and clerical errors
- Review and prepare splits and combinations
- Administer special assessments on the real property duplicate
- Complete special projects and prepare reports as needed
- Administration of the Dog Licensing Program
- Manage and update the Auditor's website
- Other tasks as assigned.

### *Knowledge and Skills*

- Ability to work with as an effective team
- Detail oriented and the ability to easily identify errors
- Ability to multi-task effectively
- Ability to meet numerous deadlines and manage multiple projects
- Must be punctual and reliable.
- Professional dress and demeanor required

## **MINIMUM QUALIFICATIONS**

### *Education and Experience Required*

- High level of experience with real estate transfers and the ability to understand and interpret legal descriptions
- Must be proficient in Microsoft Office and Excel and learn computer operations easily
- Excellent verbal and written communication skills
- Extensive customer service and problem-solving skills
- Must possess a valid State of Ohio Motor Vehicle Operator's License

### *Preferred Candidate*

- A Bachelor's degree from an accredited university with a major in a real estate, finance or associated field, or four (4) or more years of training or experience related to county real estate transactions.
- A strong background in real estate valuation and legal issues surrounding ownership and conveyance of real property
- Experience working with the real estate application, IAS World
- Real Estate appraisal or assessment experience in a county auditor's office
- IAAO Assessment Administration Specialist certification