

**POSITION DESCRIPTION
COUNTY OF STARKE, INDIANA**

POSITION: Deputy
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F

DATE WRITTEN: June 2022
DATE REVISED: March 2023

STATUS: Full-time
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. Starke 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 for the Starke County Auditor's Office, responsible for processing various documents and forms, assisting with County property taxes, and assisting the public.

DUTIES:

Answers telephone and greets office visitors, determining nature of call, providing information and assistance, taking messages, and/or directing individual to appropriate office or department.

Assists the public with applications for various deductions/exemptions.

Examines and verifies accuracy of legal documents, such as deeds, affidavits, and surveys, sales disclosure forms, including stamping, collecting fees when applicable, and returning with explanation of corrections when needed.

Updates commercial and residential property transfers in appropriate computer program, such as straights, splits, and combines. Notes in appropriate computer program for complicated splits/combines for researchers.

Revises hand drawings of property surveys to assist other offices. Makes decision whether deductions on property should stay, change names, or be removed based on transfer information and/or associated research.

Maintains property splits, including creating new parcel numbers for tax bills, and map numbers for County plat books, and short legal descriptions for tax bills, comparing with long legal descriptions on legal documents. Adds Recorder's document numbers to copies of legal documents to be entered in computer program during transfer process.

Enters mapping numbers for parcels of land and ditch data into taxing system, including maintaining spreadsheet with ditch claims within the County.

Auditor/deputy

Conducts various data entry, including, but not limited to, Spring and Fall tax collections on ditches, new deductions, such as homestead for the public, new exemptions and removes released exemptions yearly, and sewer liens.

Verifies homestead deductions and researches possible illegal homestead deductions in taxing system.

Enters claims submitted by various departments for payment in appropriate computer program.

Researches Bureau of Motor Vehicle excise reports for distribution to tax districts received daily, and enters totals on Excise and Lottery spreadsheet and balances as required with Treasurer.

Prepares/types quietus for reports of collections of monies from various departments, including reporting all monies collected from sales disclosure fees and maintaining reports for State.

Serves as back-up for Human Resources (HR) Deputy.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Working knowledge of standard office policies and procedures, computer programs and soft ware used by the department, and Indiana Code, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of legal procedures concerning bookkeeping with ability to apply procedures and requirements to specific tasks.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports as required.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files/records.

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, 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 understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compile, collate, or classify data, analyze and evaluate data, and make determinations based on data analyses.

Ability to learn and understand all deductions and exemptions available to the public.

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

Ability to perform arithmetic calculations, and compute taxes or assessments.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with work priorities primarily determined by supervisor. Assignments are guided by broad policies and/or general objectives. Incumbent receives general supervision, referring to supervisor when interpretations of departmental policies and procedures 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 procedural safeguards and/or legally defined procedures. Undetected errors may result in loss of time to correct error.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of giving and receiving 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, lifting/carrying objects weighing less than 25 pounds, keyboarding, close vision, speaking clearly, and hearing sounds/communication.

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