

**POSITION DESCRIPTION
COUNTY OF KNOX, 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: November 2013

STATUS: Full-time

DATE REVISED:

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. Knox 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 Knox County Auditor's Office, responsible for maintaining property records, providing clerical support, and assisting the public.

DUTIES:

Files various documents regarding tax deductions/exemptions, such as mortgage, age, homestead, and veteran exemptions. Retrieves property cards, verifies information, provides assistance, and explains procedures.

Prepares and transfers deeds from Surveyor's Office.

Processes various documents such as splits, combinations, settlements, and mortgage releases, enters information in computer, and maintains related files.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, and/or directing calls to appropriate individual or department.

Performs property research for transfer dates for the public as requested.

Processes Veteran Excise Certificates.

Performs various clerical duties, including preparing documents and forms, performing data entry, and providing requested copies.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Auditor/Deputy

Working knowledge of standard office policies and computer software programs used by the department, 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 prepare correspondence and written reports.

Knowledge of standard filing systems and ability to create and maintain accurate and complete files and records.

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 properly operate standard office equipment, including computer, calculator, fax machines, copier, and telephone.

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 compare or observe similarities and differences in data, compile, collate, analyze, and evaluate data, and make determinations based on data analysis.

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

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations.

Ability to compute/calculate taxes and/or assessments.

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

Ability to occasionally work extended hours and occasionally travel out of town for meetings/training, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs duties according to standard Department policies and practices with priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Incumbent receives indirect or occasional supervision and has a moderate degree of flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are usually 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, and the public for purposes of exchanging and explaining information and rendering service.

Incumbent reports directly to the County Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, bending, reaching, keyboarding, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours and occasionally travels out of town for meetings and/or training, sometimes overnight.

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/type name

Auditor/Deputy