

**POSITION DESCRIPTION  
COUNTY OF KNOX, INDIANA**

**POSITION:** Settlement 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  
**DATE REVISED:**

**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. 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 Settlement Deputy for the Knox County Auditor's Office, responsible for balancing reports with the State and dispersing tax distributions and settlements to all units.

**DUTIES:**

Balances state reports, distributions of settlements, Correction of Error summary, and other reports, including, but not limited to, summaries, quietus worksheet, excise reconciliation, fines and fees, and various forms.

Interfaces values from Assessor, including net asset value (NAV), rates, calculated tax, abstracts, and circuit breakers.

Processes various documents regarding abstracts, settlements, transfers, and abatements, including preparing documents and forms, entering information into computer, and maintaining related files.

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

Performs various clerical duties, including preparing documents, forms and reports, calculating taxes, updating various properties, performing data entry, and providing requested copies.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

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 settlements, abatements, tax increment financing (TIF), and Department of Local Government Finance (DLGF) website, and ability to prepare and complete related forms and documents.

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

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, DLGF, 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 machine, 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, and plan and layout assigned work projects.

Ability to compute/perform arithmetic operations, such as calculating taxes and/or assessments.

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

## **II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to a flexible, customary routine with work priorities primarily determined by seasonal deadlines and/or 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 incumbent's work are usually prevented or detected through procedural safeguards. Undetected errors could result in loss of money to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, DLGF, 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, crouching/kneeling, keyboarding, close vision, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended and/or evening hours, and occasionally travels out of town for training and/or conferences, sometimes overnight.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Settlement 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