

**NOTICE OF VACANCY
POSTING**

POSITION DESCRIPTION
COUNTY OF FLOYD, INDIANA

POSITION: First Deputy Auditor
DEPARTMENT: Floyd County Auditor
JOB CATEGORY: (COMOT)

DATE WRITTEN: March 1993 STATUS: Full Time
DATE REVIWEED: January FLSA STATUS: Non-exempt
2019 Entry Salary: \$32,183.34

Incumbent serves as First Deputy Auditor for the Floyd County Auditor's Office, responsible for performing various duties, including supervising Tax Billing personnel and operations, maintaining bookkeeping records, transferring records of real estates, processing billings, updating tax assessments, maintaining tax exemptions and assisting members of the public.

DUTIES:

Supervises and directs the operations of subordinate personnel, including making work assignments, training, and providing corrective instruction.

Answers telephone and assists members of the public at the service counter; provides information, searches property records, assists with completing forms, and/or refers individuals to appropriate person or Department.

Assists the public with completion of homestead, mortgage, veterans, and other exemption forms; enters appropriate information into Department computer system and files exemption forms.

Receives, sorts, and processes new deeds for taxing units; locates property on plats by legal descriptions, assigns new duplicate numbers, and transfers ownership in transfer books. Updates computer records accordingly.

Receives new deeds and transfers at service counter; verifies legal description and checks names, signatures, addresses, and related information; enters transfers into transfer books and prepares slip for computer entry.

Provides claim and overpayment of taxes forms; assists with completing forms and marks entry dates as required.

oversees processing of all Certificate of Errors, assuring proper adjustment on tax statements to correct assessment errors.

Maintains communication with Assessor's, Treasurer's, Recorder's, and Surveyor's Offices to ensure accurate records, request needed information, and resolve discrepancies.

Enters data on personal assessments, mobile homes and Auditor's assessments from each Township Trustee Assessor for the next year's billing, verifies data accordingly.

Reviews and verifies accuracy of various documents and records, including all applications for deductions and Assessor's books

Receives and enters applications in Reassessment Log for Appeals to Board of Review, answers questions from public as needed.

Prepares Tax Statements for Auditor's Assessment as required by order from Assessor's Form #122 or the State Tax Board Final Assessment Form #118, maintains records accordingly.

Issues form #128, excise credit, and vendor's licenses to qualifying veterans.

Maintains all records for areas of Economic Revitalization Area tax abatements.

Sends letters for renewals of tax exempt status; reviews and accepts returned forms, accepts and receipts fees, and provides assistance and information as needed. Prepares filings for Board of Review, prepares and mails approval/denial letters, and maintains related files.

Maintains inventory and orders supplies necessary for Tax Billing operations, as needed.

Oversees the preparation of Tax Sales after certification by the Treasurer, including preparing and certifying tax sale figures, updating tax sale book, preparing publication notices, preparing the forms for the day of the sale, and processing any redeemed property after sale is complete.

Reviews, verifies, and processes all information on Sewer liens, including entering information into computer, printing tax duplicate, and printing statement; balance accounts and delivers statements to Treasurer for mailing.

Verifies all computer printouts, assuring accuracy of interface files from Assessor's office.

Oversees Tax billing process, including printing page 1 duplicate and tax statements, and page 2 duplicate for fall statement; verifies duplicates and files in binders for delivery to Treasurer.

Performs duties of other employees in Auditor's Office, as requested or needed to cover absences; occasionally assists with training new employees.

Prepares a wide variety of annual reports and compiles special reports and information for other County Departments, organizations, and local media as requested.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Knowledge of standard practices and policies of Auditor's Office, with ability to effectively receive and route callers, provide information and assistance, and apply appropriate procedures accordingly.

Knowledge of assessments, legal descriptions, and Floyd County land areas, plats, and deeds, with ability to accurately process, record, and verify property maps and records.

Knowledge of standard procedures for processing exemptions, with ability to assure accurate completion of forms, entering and updating of computer records, and verification of related information.

Working knowledge of standard real estate procedures and records systems in other County Departments, with ability to effectively research property records, resolve discrepancies, and assists or refer the public accordingly.

Ability to supervise and direct the operations of assigned personnel, including making work assignments, training, and providing corrective instruction.

Ability to effectively communicate with co-workers, personnel from other County Departments, and members of the public in a courteous and tactful manner.

Ability to operate a variety of standard office equipment, such as telephone, calculator, copier, and computer terminal and printer.

Ability to maintain confidentiality of Department records and information.

Ability to effectively perform the essential duties of the position.

II. RESPONSIBILITY:

Incumbent processes property records and tax exemptions, and oversees Tax Billing personnel and operations, exercising judgement to assure accurate and timely completion of assigned duties. Errors in Incumbent's work are generally detected through standard bookkeeping checks, legally defines procedures, and notification from other department, agencies, or the public. Undetected errors may result in loss of time to make corrections and inconvenience to other agencies and the public.

Incumbent works within a flexible, customary routine of duties, determining work priorities in accordance with seasonal deadlines and the service needs of the public. Incumbent's work is reviewed in progress for technical accuracy, soundness of judgement, adherence to established guidelines, compliance with legal requirements, and appropriate service to the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, personnel from other County Departments, and members of the public for purposes of providing/receiving information regarding assessments, tax billings, and tax rates; processing deeds and property records and verifying related information.

Incumbent reports directly to the Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at a public service counter, with no unusual physical demands.

Incumbent regularly lifts and carries property books and records.

Please apply via the online Floyd County Community Portal under the Employment Tab

<https://www.floydcounty.in.gov/index.php/floyd-county-indiana-employment-opportunities>

Click on Apply Now button and proceed through process to submit application.

Questions about this position should be directed to the Floyd County Auditor, Scott Clark at sclark@floydcounty.in.gov