

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: SECOND DEPUTY (DEDUCTION)

DEPARTMENT: AUDITOR

WORK SCHEDULE: M-TH 8:00 A.M. - 4:00 P.M.

JOB CATEGORY: COMOT-CLERICAL

STATUS: Part Time

FLSA STATUS: Non-Exempt

Pay Status: Hourly

Pay Range: \$10-\$12 per hour

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES:

Waiting the counter and answering phone calls.

Transferring deeds from the public, title companies, researchers, attorneys, and the recorder's office.

File a variety of property deductions and know the different requirements for each one.

Enter deductions into multiple computer databases.

Take address changes and correct cards.

SKILLS: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other associates of the organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

RESPONSIBILITY: Wait on customers in the office and on the phone. Enter deductions into multiple databases. Help with special projects.

EDUCATION AND EXPERIENCE: Must have customer service skills and general knowledge of deductions, taxes, assessments, mortgages, transfer of deeds, computer and typing skills, and math and cooperation skills. Typing and knowledge of the computer and adding machine are required technical skills.

PERSONAL WORK RELATIONSHIPS: Ability to communicate effectively, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close, distance, and color vision.

WORK ENVIRONMENT: The work environment contains moderate noise.

This job description 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, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.