

Sandusky County

An Equal Opportunity Employer

Position Description

Agency: Auditor's office

Unit: Real Estate

Name:

Position Title: Real Estate Clerk

Dept./Div.: Real Estate

Civil Service Status: Unclassified

Reports To: Chief Deputy Auditor

Employment Status: Full-time

Pay: TBD

FLSA Status: Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Two-year college degree or equivalent, one and one-half years' office experience or equivalent. Must possess a basic knowledge of Microsoft Windows programs (i.e. Excel, Word, Explorer, and Outlook).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License with an acceptable driving record. Must have insurance policy that meets the minimum requirements outlined in the Sandusky County personnel policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, calculator, office copier and telephone.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Working in a public sector office environment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

Sandusky County

CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

Agency: Auditor's Office

Unit: Real Estate

Name:

Position Title: Real Estate Clerk

Supervisor's Title: Chief Deputy Auditor

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES:

ESSENTIAL FUNCTIONS OF THE POSITION:

- Prepares and enters real estate transfers on computer, checks property deeds, submits applications and conveyance forms.
- Calculates taxes and prepares tax bills, CAUV forms, etc.; generates new appraisal cards, handles deed transfers.
- Collects conveyance and transfer fees; handles tax complaints; retrieves and forwards tax appraisals for realtors, etc.
- Performs clerical work (e.g., typing, filing, etc.); makes copies; issues dog tags and licenses, collects fees, and issues receipts; prepares pay-ins; balances receipt book and cash drawer daily.
- Attend required meetings and trainings.
- Work cooperatively with personnel in the Recorder's office, Tax Map/GIS office, realtors, and attorneys relating to real estate splits, transfers, Current Agricultural Use Valuations (CAUV)
- Maintain a friendly and positive attitude working with members of the general public and coworkers while providing excellent customer service.
- Performs other duties as directed by the Real Estate Supervisor.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: general office practices and procedures; records management; local geographical area.

Skill in: data entry; computer operation and typing.

Ability to: carry out detailed but basic written or oral instructions; calculate fractions, decimals, and percentages; complete routine forms; prepare accurate documentation; communicate effectively with general public and other county departments; maintain records according to established

procedures; arrange items in numerical or alphabetical order; resolve complaints from general public; develop and maintain effective working relationships; regularly and predictably work scheduled shift.