Position Opening

THIRD DEPUTY
Auditor's Department
Monday – Friday 8:30 a.m. – 4:30 p.m.
Salary: $30, 950

SUMMARY:

Incumbent serves as Third Deputy for the Dearborn County Auditor's Office, responsible for processing a variety of documents and assisting the public.

DUTIES:

Answers telephone and assist office visitors, responding to taxpayer inquiries, researching information in computer, and preparing deduction and exemption applications, including processing and filing forms.
Processes applications for property tax exemptions and deductions, includes completing necessary forms, posting information in proper ledger books, entering data in computer, and filing written documentation for permanent records in appropriate files. Assists with investigating current taxes owed and calculating taxes.
Researches problems for property owners, including reviewing plat and transfer books, pulling old deeds, verifying accuracy, and re-platting problems to correct them.
Maintains Department files, maps, and reviews various reports for completeness and accuracy prior to mailing tax bills.
Performs other duties as assigned by the Dearborn County Auditor.

REQUIREMENTS:

High School Diploma or GED.
Ability to meet all Department hiring requirements, including passage of a medical exam.
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.
Ability to operate standard office equipment, including computer, typewriter, calculator, telephone, copier and fax machine.
Ability to competently serve the public with diplomacy and respect.
Ability to read/interpret survey data, prepare and revise legal descriptions, resolve discrepancies accordingly.

Benefits:

Public Employees Retirement Fund, Medical, Dental, Vision, Employer paid Life Insurance, 16 paid holidays, paid sick time, paid vacation

Send resume and application to Connie Fromhold at cfromhold@dearborncounty.in.gov.