

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Deputy/Excise and Mapping
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: February 1997

STATUS: Full-time

DATE REVISED: June 2021

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy/Excise and Mapping for the Perry County Auditor's Office, responsible for maintaining general ledger and excise records, and assisting the public.

DUTIES:

Answers telephone, determining nature of call, providing information and assistance, taking messages, and/or directing calls to appropriate individual or department. Assists taxpayers at counter, answering questions, resolving discrepancies, filing tax exemptions, transferring deeds, researching records, printing GIS maps, and selling County road maps.

Enters excise tax data in computer, such as vehicles, watercraft, aircraft, auto rental, and dealer designee, verifying townships, communicating with Bureau of Motor Vehicles (BMV) to resolve discrepancies, and maintaining file of computer reports. Reconciles data from Treasurer's receipts, BMV invoices and state reports.

Audits vehicle registration slips for excise surtax and wheel tax, calculates taxes according to population and road usage, and distributes to cities and counties accordingly. Mails excise education plate fees to school districts as appropriate.

Maintains classified forest and wildlife habitat land records, including reviewing deeds and surveys, entering data in appropriate books, drawing on plat maps/mylars, revising names and addresses, computing acreage, assigning parcel numbers, and calculating taxes due on land withdrawn.

Maintains Commissioner and Council minutes in binder, indexing and emailing minutes.

Receives and verifies updated assessments from Assessor regarding personal property, mobile homes, conservancy and real estate, and enters information in designated computer program.

Performs duties of Chief Deputy in his/her absence or as needed.

auditor/excise and map deputy

Processes transfers of real estate, personal property, conservancy assessments and mobile homes, including copying and filing documents, entering in computer and recording in appropriate books, completing exemptions, and delivering to other county departments as required.

Reconciles cash book and receipts monies collected from previous day.

Assists Deputy/Claims with preparation for annual tax sale, including preparing legal notices, completing sale register, preparing sale list and instructions, and assisting with redemptions.

Synchronizes and imports information with MVP and GIS systems.

Maintains fax bills and copy money, including collecting payments upon arrival, and billing overdue payments monthly.

Writes surplus and overpayment checks and posts information for Treasurer.

Enters data into bid book.

Periodically attends training sessions and meetings as necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Basic knowledge of standard accounting and bookkeeping practices/principles and ability to perform arithmetic calculations, balance accounts, maintain complete financial records, and prepare related reports.

Working knowledge of legal procedures concerning local property and personal taxation, with ability to assure proper maintenance of public records and tax billing.

Working knowledge of Department computer systems and related programs, with ability to effectively enter and analyze data, process property information, and prepare plat maps and drawings accordingly.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

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

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to properly operate standard office equipment, such as computer, keyboard, calculator, telephone, copier, postage meter and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, BMV, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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 follow oral and written instructions.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

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

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties according to well-established policies and procedures, with priorities primarily determined by service needs of the public and seasonal deadlines. Work is periodically reviewed at critical phases for technical accuracy and adherence to instructions/ guidelines. Errors in incumbent's work are primarily detected or prevented through procedural safeguards, standard bookkeeping checks, and/or notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct error or inconvenience to other County departments, agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, BMV, and the public for the purpose of explaining and exchanging information.

Incumbent reports directly to Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at a service counter, involving sitting/standing for long periods, lifting/carrying objects weighing under 50 pounds, pushing/pulling objects, keyboarding, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent occasionally works extended hours, evenings and/or weekends and may travel out of town for training/meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy/Excise and Mapping 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 or Type Name