

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Deputy/Tax Billing
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: November 2008 **FLSA STATUS:** Non-exempt

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. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy/Tax Billing for the Perry County Auditor's Office, responsible for maintaining real estate and tax 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.

Reconciles cash book and receipts of monies collected on a daily basis.

Assists with tax billing, including entering tax exemptions and adjustments in computer and on proper forms, reconciling computer with other records, and entering new improvements to computer and transfer books.

Processes certificates of error, including calculating amounts and preparing, recording and mailing corrected statements and/or refunds.

Performs annual functions, such as preparing abstracts of monies to be collected in each township and entering new tax rates for upcoming year in computer. Collects tax dollars and distributes to various entities. Balances reports and checks with Treasurer and forwards to State for approval.

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

Coordinates and inputs data in MVP and GIS databases respectively and updates MVP taxes in designated computer program. Maintains records and changes back-up tapes on MVP and Assessor's system daily.

auditor/tax billing deputy

Periodically performs duties of other Department personnel in their absence or as needed.

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 read/interpret legal descriptions and 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, and process property information 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, 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 seasonal deadlines and service needs of the public. 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 standard bookkeeping checks. Undetected errors could result in loss of time to correct error or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, 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 25 pounds, pushing/pulling objects, keyboarding, bending, reaching, close vision, speaking clearly, hearing sounds/communication, 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/Tax Billing 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