

HANCOCK COUNTY AUDITOR, Ohio

Real Estate Manager

SUMMARY

Under direction of the Auditor, the Manager is responsible for the Hancock County Real Estate appraisal program, supervision of personnel; and provides guidance and assistance to the public. The incumbent is expected to exercise good judgement, independence, initiative and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the County safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

SUPERVISORY RESPONSIBILITIES

Directly supervises real estate personnel in the Hancock County Auditor's Office. The incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include review of work for accuracy and completeness, interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and addressing complaints and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Prepares all yearly Abstracts and other reports for the Department of Taxation and Equalization;
- Assists in the proper valuation and documentation for real property in the County;
- Investigates inquiries and complaints of valuation;
- Prepares and timely submits various annual reports to the State Department of Taxation;
- Verifies accuracy and correctness of all data pertaining to property records including assessments and the settlement of taxes;
- Performs year end rollover process, responsible for accurate assessments and charges to tax bills;
- Daily verification of CAMA/TAX programs are in balance;
- Verifies and accurately enters yearly tax rates and reduction factors into the computer system;
- Write queries or build databases for in-house use to help personnel do their respective jobs;
- Create SQL database searches for integrity verification;
- Maintain the Auditor's web site;
- Manages and oversees Board of Revision and Board of Tax Appeal calendar, files, hearings and communication and information gathering for decisions about values of real property;
- Work with 3rd party vendors for proper use of system software and implementation; oversees contracts with appraisal team for software support and real property assessment;
- Coordinate staff for timely submission of State reporting and real estate updates, such as sexennial and triennial;
- Troubleshoot customer/taxpayer issues; assist with public record requests pertaining to real estate records;
- Provides administrative support to the department;
- Performs other general duties as required.

EDUCATION/and/or EXPERIENCE

Bachelors' Degree or any equivalent combination of training and experience that provides equivalent skills
Proven management skills, knowledge and abilities in programming, database and software support, proficient in Microsoft Office, knowledge of County Real Estate processes is highly desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things;
- Requires the ability to differentiate forms and documents;
- Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals; analyze deviations and statistics;
- Requires the ability to comprehend a variety of informational documents, deeds, surveys, etc.;
- Requires the ability to record and deliver information, to explain procedures, to follow instructions;
- Requires the ability to use SQL/Access databases, spreadsheets and word processing documents; reports, records and related documents and information, using prescribed format and conforming to all rules of punctuation, grammar, dictation and style;
- Requires the ability to communicate with people to convey or exchange information;
- Receive instructions and work assignments from supervisor;
- Requires the ability to deal with people beyond giving and receiving instructions;
- Must be able to perform with deadlines.

WORK ENVIRONMENT

The work environment characteristics 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.

The noise level in the work environment is usually moderate

Benefits

Medical and dental coverage, paid sick time, paid vacation time after serving one year from date of hire.

Ohio Public Employee's Retirement System (PERS)

Hancock County is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.