

**Auditor's Office**  
**Deputy Clerk – Real Estate**



**Job title: Deputy Clerk – Real Estate**

**Work Location: Auditor's Office – Real Estate**

**Normal Working Hours: Monday – Friday 8:30 am – 4:30 pm 70 hours Bi-weekly**

**Reports to: Auditor**

**Full-time**  
 **Part-time**

**Classified - Hourly**  
 **Unclassified**

**Essential Duties and Responsibilities:**

Under general supervision; answer phones calls for the Real Estate Division of the Auditor's office; collect fees and transfer deeds; verifies accuracy and correctness of all data pertaining to property deeds; assist public at counter; perform other related duties as required

- Process and mail homestead exemption applications and verify their accuracy
- Assist Taxpayers in filling out Homestead exemptions correctly. Answer inquiries from the taxpayer about homestead reduction program including estimating tax benefits.
- Assist in transfer of deed and verify correctness of the information.
- Issue transfer stamp and number; complete (transfer data, fee certification, etc.) and verify (e.g., grantor, grantee, address, sale price, etc.); conveyance forms; calculates and collects fees; prepares document for further processing in Auditor's office
- Process auditor's office pay-ins; enter countywide pay-ins and credit backs.
- Assist the taxpayer in mobile home transfers, destructions, and relocations; maintains manufactured home data base for tax purposes.
- Assist the taxpayer in completing forms; answer inquiries and fulfill public record requests from taxpayers and other interested parties pertaining to real estate records and other files maintained by the office; assist other employees in the Auditor's office as needed to perform their tasks; maintain all related files.

**Education and/or Work Experience Requirements:**

- Excellent verbal and written communication skills, including ability to effectively communicate with taxpayers and government agencies
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Any combination of training and work experience which indicates the ability to perform the duties of the position
- Must be able to meet bonding requirements for the State of Ohio
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary service to the public
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required

**Physical and Mental Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to operate a variety of automated office machines, which includes a computer, adding machine, photocopier, scanner and printer
- Work involves sitting most of the time, but may involve walking or standing for periods of time
- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone

**Print Employee Name:**

**Employee signature:**

**Date:**