



Delaware County

POSITION DESCRIPTION

Title: Deputy Clerk	Department: County Assessor
Reports to: County Assessor	FLSA Status: Non-exempt
Pay: \$2800 - \$3200 per month	Full Time
Position Posted: May 21, 2024	Posting Closes: When filled

Position Profile

Assist the County Assessor with real property and personal property valuation which will include: data collection, record keeping, data entry, and other administrative duties.

Duties and Responsibilities

- Review maps for accuracy and discrepancies during field audits.
- Perform quality control on all data entry of new construction.
- Provide information to customers by phone or in person. Information includes appraised values, cost sheets, aerial maps, and legal descriptions. Must be able to interpret and explain.
- Complete additional tasks as assigned by the Assessor in order to fulfill goals and objectives of the office.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon conditional offer of employment pre-employment drug testing and background check is required. All employees of the Assessor's office must successfully complete the OSU Assessor's Training and Accreditation Program.

Education and/or Experience

Graduation from a standard high school or G.E.D. possession with some college and/or Vocational Technical education. Valid driver's license required. Familiarity with local geographic area. Computer experience. Real estate sales, construction or appraisal experience helpful but not required.

Knowledge, Skills, and Abilities

- Ability to read maps and plats.
- Ability to measure structures accurately.
- Ability to record descriptive data accurately and completely.
- Ability to communicate tactfully and courteously with the public.
- Proven ability to work well with peers.
- Effective communications skills both written and oral.
- Proven ability to portray a helpful, competent and professional image.
- Possess competent organizational skills.
- Requires abilities to read, write, speak and understand the English language; and read the most complex of documents including journals, industry-specific publications, and legal documents.
- Perform advanced mathematical computations up to and including probability and statistics.
- Travel locally, regionally, or as needed and/or at short notice.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and maintaining personal networks.

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for long periods of time. The employee is occasionally required to lift and/or move up to twenty five (25) pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Regularly uses personal computer systems and/or other devices to effectively perform job functions. The noise level in the work environment is moderate to high. The employee is regularly exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

Print Name

Signature

Date

Delaware County is an Equal Opportunity Employer