

DEPUTY AUDITOR (CLERICAL)

Johnson County Government is seeking a full-time Deputy Auditor (Clerical) for an in-person position in Franklin, Indiana.

Job duties include but are not limited to:

Answer telephones and greet office visitors, provides information, assist with forms, payments, transferring/directing public to appropriate individuals or departments.

Files documents pertaining to mortgages, and other property tax deductions according to regulations. Assists the public with property questions, includes retrieving information from different computer programs and completes receipting forms as necessary.

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

Performs a variety of clerical duties as assigned, including data entry, copying, mailing, and filing correspondence, reports, labels, and forms, processing incoming/outgoing mail, and maintaining/updating computer files.

Attends and records Commissioners' Minutes as required.

Assists other department personnel as needed and performs other duties as assigned.

Maintains frequent contact with co-workers, other County departments, and the public for the purpose of giving and receiving information and maintaining a cooperative work environment.

Comply with State and Federal reporting requirements.

REQUIREMENTS

A successful applicant will be at least 18 years of age and possesses a high school diploma or GED.

Must have working knowledge of standard office policies/procedures and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to comply with employer and department policies and work rules, maintain confidentiality of department information and records according to State requirements, have the ability to work alone or with others in a team environment.

The maximum annual compensation for this position is \$39,311.

Please submit resume by April 8, 2022 to athompson@co.johnson.in.us