



Maintains accounts receivable and accounts payable for ditch accounts, including completing quietus forms, distributing to appropriate accounts, and preparing required reports.

Completes quietus forms as necessary.

Answers telephone and greets office visitors, providing information and directing the public to appropriate department or building.

Performs duties of Deputy Auditor – Deeds in his/her absence or to ensure deadlines are met. Answers telephone, greets office visitors, provides information and assistance, and/or transfers to personnel/department.

Assists other Department personnel as needed.

Performs related duties as assigned.

**JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of Indiana Codes and Statutes.

Working knowledge of Department and standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of Standard English grammar, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, typewriter, department software and Internet, calculator, fax machine, copier, scanner, label maker, and telephone.

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 provide public access to or maintain confidentiality of department information and record according to State requirements.

Ability to perform arithmetic calculations, maintain accurate records, and prepare various forms as required.

Ability to memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work alone and with others in a team environment.

Ability to compare or observe similarities and differences between data, people or things and apply knowledge of people and locations. Ability to compile, collate, or classify data. Ability to analyze, evaluate, observe, investigate, coordinate, place, make determinations, and take action based on data analysis.

Ability to effectively communicate orally and in writing with co-workers, other County departments, federal government offices, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

**RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to a flexible, customary routine with priorities determined by supervisor and service needs of the public. Incumbent follows standard operating procedures or policy and procedural manuals. Errors in incumbent's work are usually prevented through standard bookkeeping checks and procedural safeguards, and are detected through notification from other departments, agencies, and/or the public. Undetected errors may result in loss of time for correction and/or inconvenience to other departments, agencies, and/or the public.

**PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, title companies and the public for the purpose of giving and receiving information, rendering service, and maintaining a cooperative work environment.

Incumbent reports directly to Auditor and/or First Deputy.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, crouching/kneeling/bending/reaching, pushing/pulling objects, hearing sounds/communication, keyboarding, handling/grasping/fingering objects, speaking clearly, color/depth perception, and close/far vision.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Deputy Auditor for the Auditor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that 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/Type Name