

POSITION DESCRIPTION
JOHNSON COUNTY GOVERNMENT

POSITION: Deputy Auditor – Parcel & Deed Administrator
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: April 1998 **STATUS:** Full-Time
DATE REVISED: October 2024 **FLSA STATUS:** Non-exempt

Job Summary:

The Parcel & Deed Administrator is responsible for managing and overseeing all property-related transactions and ensuring the **accuracy** and **integrity** of county property records. This position plays a critical role in safeguarding the county against **property fraud** and ensuring that property records are accurate, up-to-date, and comply with all legal and regulatory requirements. The person in this role must work with other **departments, taxpayers, local authorities**, and external agencies to ensure that property transfers, assessments, and tax sales are executed smoothly and without error. This is a **high-responsibility** role, where **inaccuracies** or **fraudulent activity** can result in significant financial and legal consequences for the county and its taxpayers. **Attention to detail, vigilance, and the ability to manage complex data** are paramount for success in this position.

Key Responsibilities:

- **Property Information and Public Assistance:**
 - **Assists the public** with property-related inquiries, providing guidance on property ownership, tax information, and legal descriptions. This includes **researching transfer books, reviewing title information, and locating properties** on plat maps.
 - **Verifies** and updates **transfer record information**, ensuring accuracy and proofreading for potential errors that may lead to **taxpayer disputes** or **fraudulent activities**.
- **Property Ownership Transfers and Deeds Processing:**
 - **Processes deeds, affidavits**, and other necessary documents for **property ownership transfers**, ensuring all forms are properly completed, including **Homestead Deduction receipts** and **sales disclosure forms**.
 - **Records property transfers** in the **county computer system** and ensuring the **accuracy** of the data entered.
 - Works closely with **legal authorities** to prevent fraud and ensure all property transactions are legitimate, protecting both the county and taxpayers.
- **Parcel Information Management:**
 - **Maintains and updates** parcel information, including **boundaries** and **legal descriptions**, in the **county's mapping system** and **LOW Tax database**. Ensures accurate information is passed to the **GIS and Assessor's Office**.
 - **Reviews and examines new plats** for accuracy, ensuring property taxes are current and all necessary fees are collected (including **Auditor's endorsement fee, Economic Development Fee**).
 - Prepares and provides **receipts** for taxes collected, including **endorsement fees**, and ensures proper allocation to the **Treasurer's Office**.
- **Tax Sale and Surplus Management:**

Deputy Auditor

- Assist **County tax sale**, assisting taxpayers with **questions** related to the **property tax sale process**.
- Prepares **claim forms** for tax sale **surplus**, **unclaimed surplus**, and **tax sale redemptions**, ensuring that the process is completed legally and accurately.
- **Parcel Updates and Mapping:**
 - **Maintains splits, combinations**, and **plats**, ensuring that all changes are accurately reflected in the **county system** and updating the **ARC system** with the correct information.
 - **Creates new parcels** in **LOW Tax**, ensuring that all information is accurately captured and documented.
 - Coordinates with **GIS** and **Assessor's office** to ensure updates to parcel data are consistently accurate and compliant with **county** and **state** regulations.
- **Ditch Records and Account Management:**
 - **Maintains and updates ditch records**, ensuring accuracy in property boundaries, **watershed lines**, and other critical data related to land usage.
 - Responsible for **accounts receivable** and **accounts payable** for ditch-related accounts, including preparing and distributing required **reports** and ensuring compliance with financial regulations.
 - Processes **quietus forms** for ditch accounts and ensures proper allocation of funds to appropriate accounts.
- **Fraud Prevention and Error Prevention:**
 - **Monitors for potential fraud**, particularly in property transactions and ownership transfers. Acts swiftly to investigate and address any **suspicious activity** to safeguard the interests of the county and taxpayers.
 - Ensures all legal documents, such as deeds and plats, are processed **accurately** and **without error** to avoid costly mistakes and potential **legal challenges** or **fraudulent activities**.
 - Maintains vigilance over all **property transactions**, ensuring that discrepancies are identified and corrected before becoming larger issues.
- **General Office Support and Coordination:**
 - **Answers phones** and **greets office visitors**, providing **accurate information**, answering queries, and directing visitors to the appropriate departments or individuals.
 - **Performs clerical duties** such as **filing**, **typing**, **mailing**, and **maintaining records** in an organized manner.
 - Assists **other department personnel** with property-related questions, ensuring that all staff has access to the correct information to support the work of the Auditor's office.
- **Deputy Auditor – Deeds Backup:**
 - Fulfills the duties of **Deputy Auditor – Deeds** in their absence or when additional support is required, ensuring **deadlines** are met and all documents are processed in a timely and efficient manner.
 - Takes **ownership** of complex property-related tasks in the absence of other key personnel, ensuring continuity of service.

The Parcel & Deed Administrator is an integral part of the **County's property tax and records management system**. With **high responsibility** and **complex tasks** that demand precision, this role requires someone who is vigilant, detail-oriented, and able to work under pressure to prevent **fraud** and ensure **accuracy** in property transactions. The successful candidate will have strong communication, problem-solving, and technical skills to navigate complex systems and collaborate across departments, ensuring the **integrity** of **county records** and **taxpayer fairness**.

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

Deputy Auditor