

POSITION AVAILABLE

The County Auditor's Office is seeking a Weights and Measures Inspector/Real Estate Appraiser. This unclassified, full-time position with benefits is perfect for a self-motivated person eager to develop new skills, and will pay wages beginning at \$13 per hour, increasing with experience, training, and certification. Valid driver's license insurable by county insurance, basic computer knowledge, strong interpersonal communication and organizational skills are necessary. Physical requirements include the ability to lift and carry up to 100 pounds and drive a F250 Heavy Duty Extended Cab pickup truck. State mandated certification, testing, and continuing education is required at the expense and discretion of the County Auditor for both aspects of the position. Appraisal aspect (approximately 60% of the position) involves appraisal knowledge, field work, valuation support, and data entry. Weights and Measures Inspector aspect involves annual inspection and certification of all commercial scales and devices in the county and required reporting. Time spent on each varies seasonally. A detailed job description of both aspects and job application follow. Applications and resumes may be dropped off or mailed to Chris Sycks, Coshocton County Auditor, 349 Main Street, Coshocton, OH 43812, or emailed to chrissycks@coshoctoncounty.net by September 29, 2017.

CLASSIFICATION SPECIFICATION: WEIGHTS AND MEASURES INSPECTOR

JOB RESPONSIBILITIES:

This is a fiduciary position; under general supervision, inspects weighing and measuring devices to insure accurate measurements as required by state and federal regulations; assist staff in all areas of Auditor's operations; performs other related duties as required.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

Course work in office practices and procedures, bookkeeping; two (2) years' experience in gasoline and retail sales; demonstrate ability to maintain accurate records, or equivalent combinations of training and/or experience. Must be able to meet bonding requirements of the State of Ohio.

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
85	(1) Inspects scales used commercially in any setting for proper calibration, notes discrepancies and condemns device for repair if necessary; tests and certifies fuel pumps for accurate calibration; shuts down pump if outside limits established by Ohio rules and regulations; assists State Inspector in tests of 10,000 pound truck weighing scale; investigates and resolves weights and measures complaints from consumers; inspects and certifies other measuring devices as required by Ohio rules and regulations; maintains records of inspections made, action to be taken and action taken; cites offenders if necessary; files reports.	(1) Knowledge of (a) public regulations*, (b) state and federal regulations governing weights and measures*, (c) tools utilized in weights and measures inspections*; ability to (d) define problems, collect data, establish facts and draw valid conclusions; (e) calculate fractions, decimals, and percentages, (f) maintain accurate records, (g) communicate effectively written and oral, (h) resolve complaints from angry citizens and businessmen.
10	(2) Re-inspects condemned devices; insures that required repairs were properly made and device currently weights and measures according to accurate standards.	(2) Knowledge of (a)*, (b)*, (c)*; ability to (d), (e), (g).
5	(3) Assures educational and certifications are up to date and complete.	(3) Knowledge of (a)*, (b)*, and (c)*.
*Developed after employment		

CLASSIFICATION SPECIFICATION: APPRAISER

JOB RESPONSIBILITIES:

Under general supervision, appraises real property for tax purposes after splits, transfers, new construction, razzings, etc.; determines taxing value of real property and calculates tax assessment in accordance with prescribed schedules; performs other related duties as required.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

Completion of secondary education supplemented by coursework in real estate appraisal; possession of or ability to obtain valid State of Ohio motor vehicle operator's license. Must be able to meet bonding requirements of the State of Ohio.

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
15	(1) Performs on-site inspections of residential, agricultural or commercial properties (e.g., new construction, farms, additions, razings, commercial property, public utilities, etc.). Compiles market data from research and records, assembles data and writes appraisals for taxing purposes; performs same function for manufactured homes taxed like real estate.	(1) Knowledge of (a) real estate, (b) real estate appraisal and assessment, (c) Ohio Revised Code tax laws*, (d) office practices and procedures*; and (e) methods and procedures used in measuring real property.; ability to (f) gain access to business and work sites, (g) define problems, collect data, establish facts, draw valid conclusions, (h) calculate fractions, decimals, and percentages, (i) use proper research methods in gathering data, and (j) accurately appraise real estate value,
15	(2) Measures structures and defines factors (water and sewer systems, age of structure, condition, etc.) to determine value for tax purposes according to prescribed schedule; performs same function for manufactured homes taxed like real estate.	(2) Knowledge of (a), (b), (c), (d); ability to (e), (f), (g), (i),(j).
10	(3) Maintains contact with other county offices to check building and well permits, deed transfers, land contracts, splits, allotments, annexations, etc., to assist in performance of duties. Obtains like information on industrial and commercial permits from state agencies.	(3) Knowledge of (a), (b), (c), (d), (k) state and county government structure, policy and governing regulations; ability to (f), (h), (l) maintain accurate records, (m) post information accurately to written records, (n) develop and maintain effective working relationships with officials, associates and public.

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
15	(4)Assists staff in investigation of questionable records and C.A.U.V. audits; answers questions from property owners concerning valuations assessed; explains methods and procedures used, re-evaluations and other related problems; answers inquiries and fulfills public record requests from the public and other interested parties pertaining to real estate records and other files maintained by the office.	(4)Knowledge of (a), (b), (c), (j); ability to (f), (n), (o) communicate effectively in oral and written form.
10	(5)Checks real property sales records against recorded appraisal for accuracy and determination of market value trends.	(5)Knowledge of (a), (b), (c), (d), (k); ability to (f), (g), (h), (i), (j).
15	(6)Assists Board of Revision in analyzing property owner appraisal appeals; describes methods and procedures used and rechecks property at Board's request; assists County Auditor in Board of Tax Appeal or Common Pleas Court cases as requested.	(6)Knowledge of (a), (b), (c), (j), (k); ability to (e), (f), (g), (h), (i), (n), (o).
15	(7)Oversees six year appraisal by contracted appraisal company; assists Auditor of County in triennial updates.	(7)Knowledge of (a), (b), (c), (d), (k); ability to (n), (o).
5	(8)Assures educational and certifications are up to date and complete.	(8)Knowledge of (a)*, (b)*, and (c)*.
		*Developed after employment

*Coshocton County Auditor's Office
349 Main Street, Room 101
Coshocton, OH 43812
Application for Employment*

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Applicants for employment with the County are evaluated and selected on the basis of individual merit and ability with respect to the position filled. Applicants are selected and hired without consideration of race, color, religion, sex, age, national origin, political affiliation, disability or ancestry. Applicants may request reasonable accommodation in the application/interview process.
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Please Print

Name:	_____
Address:	_____
Phone:	_____
Social Security Number:	_____
Application Date:	_____
Are you legally permitted to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL DATA

Position(s) Desired: _____ Full-time Part-time
Date available to start: _____

Have you previously applied for a job with the County? Yes No When? _____
Have you ever been employed by the County? Yes No When? _____
Reason for leaving: _____

Are you related to anyone employed by the County? Yes No
If yes, please state name and relationship: _____

Do you have any time commitments that might interfere with your employment? (e.g. subject to recall, school)
Yes No
If yes, please explain: _____

Have you ever been employed by another public employer in Ohio? Yes No
If yes, provide place and dates of service: _____

Have you ever been dismissed from or asked to resign from any employment position? Yes No
If yes, please explain: _____

If employed, why do you wish to leave your present employer? _____

If you are applying for a position that requires a driver's license to perform the essential duties of the job, please answer the following;

Do you have a valid Ohio driver's license? Yes No

May we contact your present employer for a reference?

Yes

No

Briefly describe the type of work that you are best qualified to do by reason of background, education, previous employment or training, and tell why you feel qualified for the position(s) for which you are applying:

EDUCATIONAL DATA

NAME OF SCHOOL OR COLLEGE	LOCATION CITY, STATE, ZIP	MAJOR SUBJECT/DEGREE	SCHOLASTIC AVERAGE	DID YOU GRADUATE?
High School:				
College or University:				
Other Schools Attended:				
Other (Courses, Special Training, Etc.):				

Honors received: _____

EMPLOYMENT DATA

List all previous employment for the last ten (10) years in chronological order – last position or current employer first – including U.S. Military, if applicable. Attach additional pages if needed or resume if desired.

Employer:		Telephone:
Address:		Final Salary:
Dates Employed: From To	Position(s) Held:	Supervisor:
Reason for Leaving:		
Employer:		Telephone:
Address:		Final Salary:
Dates Employed: From To	Position(s) Held:	Supervisor:
Reason for Leaving:		
Employer:		Telephone:
Address:		Final Salary:
Dates Employed: From To	Position(s) Held:	Supervisor:
Reason for Leaving:		

PERSONAL REFERENCES OTHER THAN RELATIVES AND FORMER EMPLOYERS

NAME	ADDRESS AND TELEPHONE	OCCUPATION

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CERTIFICATION

I certify that all information contained in this application is true, complete and correct to the best of my knowledge. I understand that any material omission, misrepresentation or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize the investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references and/or schools for information unless otherwise noted in this document, including permission to obtain information related to my prior work history. I also give my consent to contact the Bureau of Motor Vehicles for a Moving Vehicle Violation Report if such information is required to perform the duties of the position. I agree to submit to a post-offer, pre-employment medical examination at the Counties expense, including a drug/alcohol test. I understand that my employment is contingent upon successful completion of the post-offer medical exam and passing the drug/alcohol test. I also agree to submit to random and/or reasonable suspicion drug tests, according to the County policy, as a condition of continuing employment. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

Applicant's Signature

Date

Applications not resulting in hire will be kept on file by the County Auditor's Office for a period of 180 days. After 180 days, applicants must resubmit new applications to be considered for future vacancies.

<p>FOR INTERNAL USE ONLY</p> <p>ARRANGE INTERVIEW: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>REMARKS: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">_____ INTERVIEWER'S SIGNATURE</p> <p style="text-align: right;">_____ DATE</p>
