

CLASSIFICATION SPECIFICATION: SERVICE SECTION DEPUTY

JOB RESPONSIBILITIES:

Under general supervision; processes Homestead Exemption, issues licenses, prepares personal property and estate tax forms, collect fees and transfers deeds; verifies accuracy and correctness of all data pertaining to property deeds; assist public at counter; 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, secretarial skills, one (1) year experience in office operations; demonstrate ability to calculate figures accurately 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.
25	(1)Assists in the transfer of deeds; verifies correctness of information on deed (e.g., correct title, marital status, property description, witnesses, notarized seals, map office approval stamps, deed preparer, etc.); issues transfer stamp and number; completes (transfer data, fee certification, etc) and verifies (e.g., grantor, grantee, address, accurate sale price, etc.) conveyance forms; calculates and collects fees; prepares document for further processing in Auditor's office;	(1) Knowledge of (a) Ohio Revised Code*, (b) office practices and procedures*; skills in (c) calculator; ability to (d) deal with problems involving several variables in familiar context; (e) calculate fractions, decimals, and percentages; (f) maintain accurate records; (g) communicate effectively in written or oral form; (h) arranges items in numerical or alphabetical order; (i) resolves complaints from angry taxpayers; (j) interpret variety of instructions in written, oral, or schedule form.
15	(2) Processes lodging tax and auditor's office payins; enters county wide pay-ins and credit backs, enters auditors purchases orders for approval, reviews other offices' remote purchase order requests for approval or redirection.	(2) Knowledge of (a)*, (b)*, (k) bookkeeping; skills in (c); ability to (d), (e), (f), (g), (h), (i).

July 14, 2008 crs

Document Rev. May 5, 2011, October 31, 2014, February 11, 2015, April 30, 2015

Allocation list Rev. 7/20/2012, 10/31/2014, 5/5/2015, 4/12/2016, 1/10/ 2017, 8/18/2017, 1/25/2019, 5/3/2019, 3/11/2020, 8/8/2022

New job description added May 5, 2015, April 12, 2016

Unclassified Service Section Deputy Auditor edited March 3, 2017,Accounts Payable Deputy Auditor edited January 29, 2019, Chief Deputy edited 2/4/2019, Real Estate Deputy,

Payroll Deputy & IT Operator Deputy edited 2/11/2019; Service Section Deputy edited 2/15/2019; GAAP/Financial Deputy edited 2/25/2019

Vacated Research/Admin description, new Admin Asst description added, changed names/position, 3/8/2021

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
10	(7)As assigned, prepares for upcoming dog tag sales period by ordering supplies, arranging for satellite sales points and balancing monies and unsold tags from these satellites, printing and mailing reminders, scheduling advertising, etc.; performs various duties as assigned.	(7)Knowledge of (a) *, (b)*; skills in (c); ability to (d), (e), (f), (g), (h), (j), (k), (l) ability to plan and schedule necessary steps of preparation in a timely manner.
5	(8)Prepares all reports and settlements including but not limited to: vendor's license, court fines, manufactured home, real estate, lodging, estate tax, unclaimed funds, State and Federal forms, etc.	(8)Knowledge of (a)*, (b)*, (k); skills in (c); ability to (d), (e), (f), (g), (h), (i).
		*Developed after employed

CLASSIFICATION SPECIFICATION: GAAP AND FINANCIAL CLERK

JOB RESPONSIBILITIES:

Under administrative direction, controls all fund expenditures, assists in preparation of financial reports, assists with amended certificates and other budgetary forms for taxing authorities, assists with regular processing and stands in as backup payroll and accounts payable person, assists with deed transfer and other counter work, 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. Accounting Degree would be beneficial. An example of an acceptable qualification for this position is:

Completion of post-secondary education with emphasis in accounting field; two years' experience in accounting work; ability to maintain accurate fund records; or equivalent combination 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.
40	(1) Monitors and controls all County agencies and office expenditures; insures expenditure compliance with laws and regulations of the State and County; institutes corrective action to be taken to bring non-compliance procedures into compliance (e.g., budget analysis, expenditure analysis, cost ratio, fund use studies, etc.); assists various government subdivisions in budget preparation and budget problem-solving (e.g., other government agencies, departments, officials, townships, school districts, etc.); assists in resolving the most difficult financial problems occurring in the County.	(1) Knowledge of (a) accounting (State Fund)*, (b) office practices and procedures*, (c) Ohio Revised Code (Auditor's office section)*, (d) government structure and processes,; ability to (e) define problems, collect data, establish facts and draw valid conclusions, (f) deal with many variables and determine specific actions, (g) communicate effectively both oral and written, (h) resolve complaints or problems for citizens and government officials, (i) budgeting, (j) data processing techniques and procedures; skills in (k) calculator; ability to (l) use statistical analysis, (m) prepare meaningful, concise and accurate reports and spreadsheets.

