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, notar- ized 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).

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//31/2014, 5/5/2015, 4/12/2016, 1/10/2017, 8/18/2017, 1/25/2019, 5/5/2019, 5/11/2020, 8/8/2022 New job description added May 5, 2015, April 12, 2016

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

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%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
15	(3) Assists the taxpayer in mobile home transfers, tax reduction program applications, destructions, and relocations; maintains manufactured home data base for tax purposes	(3)Knowledge of (b)*; ability to (d), (h), (j).
10	(4) Assists the taxpayer in completing and filing tax forms; answers inquiries and fulfills public record requests from taxpayers and other interested parties pertaining to real estate records and other files maintained by the office; assists other employees in the Auditor's office as needed to perform their tasks; maintains all related files.	(4)Knowledge of (a)*, (b)*; skills in (c); ability to (d), (e), (f), (g), (h), (i), (j), (k).
10	(5)Processes and mails homestead exemption applications; verifies the accuracy and qualifications of homestead exemption applications; assists the taxpayer in filling out the Homestead Exemption Forms correctly; updates all records of Homestead Exempted Taxpayers; answer inquiries from the taxpayer about homestead reduction program including estimating tax benefits.	(5)Knowledge of (a)*, (b)*; skills in (c); ability to (d), (e), (f), (g), (h), & (i).
10	(6)Issues all licenses sold to the public by the Auditor's office (e.g., vendor, dog, junk, cigarette, etc.); Verifies that all required information needed to issue license is correct and complete (e.g., owner, name, address, type of business, fee collected, rabies shot, etc.); balances and reconciles as needed all receipts (money) daily.	(6)Knowledge of (a)*, (b)*, (k); skills in (c); ability to (d), (e), (f), (g), (h), (i).

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%	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

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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 subdivi- sions in budget preparation and budget problem-solving (e.g., other govern- ment 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.

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%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
20	(2) Assists payroll and accounts payable deputies with duties and acts as backup payroll and accounts payable person when needed.	 (2) Knowledge of (a)*, (b)*, (c)*, (d)*, (n) Federal and State Laws and Regulations*; skills in (k); ability to (e), (f), (l), and (m).
20	(3) Prepares or assists with financial reports (e.g., Reduction Factors, GAAP, State and Federal Reports, Various Tax Settlements, Budgetary, Worker's Compensation, etc.); ensures all reports are balanced.	 (3) Knowledge of (a)*, (b)*, (c)*, (n) Federal and State Laws and Regulations*; skills in (k); ability to (e), (f), (l), (m) and (o) use proper research methods in obtaining data.
10	(4) Plans, develops, and implements special projects as assigned by the Auditor of the County (e.g., cost studies, fund studies, appropriation analysis, budget flows, cash flows, spreadsheets, etc.)	(4) Knowledge of (a)*, (b)*, (c)*, (d)*, (i), (j); skills in (k); ability to (e), (f), (l), (m),
10	(5) Assists with deed transfers, other counter-work, and other miscellaneous duties of the office as needed.	(5) Knowledge of (b)*, (c)*; skills in (k); ability to (h), (p) calculate fractions, decimals, and percentages, (q) maintain accurate records, (r) communicate effectively in written or oral form, (s) arrange items in alphabetical or numeric order, and (t) interpret a variety of instructions in written, oral, or schedule form.
		*Developed after employment

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