

# JOB POSTING

## Lake County Auditor's Office

### Position Description

<b>Position Title:</b>	<b>Deputy Auditor – Real Estate</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Supervisor:</b>	<b>Deputy Auditor- Real Estate Manager</b>	<b>Employment Status:</b>	<b>Full-Time</b>
<b>Wage:</b>	<b>Dependent on Experience/ Qualifications</b>	<b>Regular Hours:</b>	<b>8:00am – 4:30 pm Monday-Friday</b>

**Send resumes to: [mpennell@lakecountyohio.gov](mailto:mpennell@lakecountyohio.gov)**

#### **JOB DESCRIPTION**

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##### **Summary/Objective:**

Under the general direction of the Lake County Auditor, this position directly reports to the Deputy Auditor – Real Estate Manager and provides a wide variety of services to the public and other governmental entities.

This position is highly visible to the public and a strong sense of customer service must be maintained at all times. The Deputy Auditor – Real Estate is responsible for: real estate property transfers; parcel maintenance; special assessment; dog license registration; splits/combinations; and, various other duties.

While individual employees may be assigned a specific area of general responsibility, all employees are expected to assist each other as needed, and with miscellaneous other tasks as assigned. This job description is not intended to provide a complete list of the duties that may be assigned to an employee.

##### **Essential Functions:**

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

1. Maintain real estate records through sale, including conveyance/transferring of land to new owners.
2. Review documents and legal instruments including but not limited to: deeds, legal descriptions, plats, titles.
3. Work within the conveyance standards established in agreement with the County Engineer and Ohio Revised Code (ORC).
4. Ability to research historical records of land ownership.
5. Correct clerical errors in real property records.
6. Place special assessment on real property tax duplicate including those allowed per ORC for delinquent water or sewer service assessments.
7. Maintain Lake County Land Reutilization properties.
8. Vendor licenses, Homestead application assistance and Manufactured Homes transfers as necessary.
9. Log splits and combinations and provide municipalities with requested information.
10. Uphold the integrity of all real estate records in the database and computer software packages.
11. Maintain copy accounts and work with municipalities to disseminate information as desired.
12. Process dog applications and deal with dog and kennel licensure.
13. Reconcile daily transactions.
14. Provide real estate advice and knowledge to others within the scope of the Auditor's office responsibilities per legal counsel.
15. Completes special projects as requested by Lake County Auditor.

**Supervisory Responsibility:**

This position has no supervisory responsibility. This position is under the direct supervision of the Deputy Auditor- Real Estate Manager. This position also works closely with the Chief Deputy of Real Estate and the Chief Deputy Auditor.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

In order to perform required physical duties of working at a computer to input data and produce printouts; answer the phone; type; write/post to printouts and forms; use calculator; file ; retrieve items stored on shelves; retrieve mail from mail box; carry, move or lift supplies and materials; work with detailed documents and printed forms, the employee must be able to stand, walk, sit, talk or hear , use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; may occasionally be required to lift up to 25 pounds; and is required to be able to use close vision and adjust visual focus.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

This job operates in an administrative/management office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to use /direct automated information systems to prepare financial data and produce required reports. As well as the ability to compose routine letters, memos and similar correspondence using word processing is required.

**Preferred Education and Experience** *this position minimally requires the following:*

1. Minimum of three (3) years' experience in real estate and/or transfers, including transfers, deed review and parcel maintenance.
2. Associate's Degree preferred, from an accredited university with a major in real estate. Experience in the field will be considered in place of degree.
3. Experience with the real estate transfers and legal and deed laws within the State of Ohio. Strong customer service focused mindset. Demonstrates attention to detail; high need for precision and accuracy.
4. Demonstrated understanding of team and teamwork.
5. Experience in personal computer applications as related to business and real estate practices. Special emphasis on advanced knowledge in: spreadsheet, word processing, and data base programs as related to use, application, and design for a high level of business and real estate function.

**Certificates and/or Licenses:**

Must possess a valid Ohio Driver's License and a good driving record.

**Required Training:**

All Lake County Auditor's office employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, workplace harassment, Ethics training and open records/ Sunshine training.

**Other Duties:**

Must abide by all laws and conduct all business in an ethical manner both personally and professionally. Ability to work irregular schedule. A pre-employment Background Check and Drug Test may be required. Perform related duties as apparent or assigned.

The employee is responsible to maintain confidentiality; follow chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff,

community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position.

**Send Resume to:**

Persons interested in the position should send resume to Michele Pennell, Chief Deputy Auditor, at [mpennell@lakecountyohio.gov](mailto:mpennell@lakecountyohio.gov) or 105 Main Street, PO Box 490, Painesville, Ohio 44077 by July 26, 2019. Must include salary history and current salary requirements.

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***LAKE COUNTY AUDITOR'S OFFICE  
AN EQUAL OPPORTUNITY EMPLOYER***