

JOB POSTING

Lake County Auditor's Office

Position Description

Position Title:	Deputy Auditor – Administrative Assistant	Send resumes to:	mpennell@lakecountyohio.gov
Supervisor:	Chief Deputy Auditor	FLSA Status:	Non-Exempt
Wage:	Dependent on Experience/ Qualifications	Employment Status:	Full-Time
		Regular Hours:	8:00am – 4:30 pm Monday-Friday

JOB DESCRIPTION

Summary/Objective:

Under the general direction of the Lake County Auditor and/or the Chief Deputy Auditor, responsible for serving as the administrative assistant to one or more of the managers or administrators; relieves assigned administrators and managers of routine administrative tasks; and ensures smooth and efficient operations of the office.

This position promotes efficient operations of the Auditor's office and ensures compliance with all related regulations when necessary. The Administrative Assistant is responsible for clerical functions of the organization.

Essential Functions:

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

1. Office functions to including: mailings/correspondence; retention schedules; filing; data entry; printer/copier supply orders; service calls for equipment; other duties as assigned.
2. Provide information to the public while creating a welcoming environment regarding: general office information; social media presence; property records; general tax information; assistance with forms; and other information as requested.
3. Coordinates and enhance department communication and work between the Auditor's departments, outside departments and outside entities as necessary.
4. Prepare and schedule staff daily activities.
5. Prepare and schedule meetings.
6. Collate, process and distribute mail.
7. Maintain and order office supplies.
8. Organize and maintain files and databases in an accurate and confidential manner.
9. Maintain the integrity of all real property and manufactured home records for all of Lake County.
10. Participate in data entry for the maintenance of all property records including: Ohio Forest Tax Law; Current Agricultural Use Value; parcel splits and/or combinations; appeals; new construction; destroyed property; and other data as necessary.
11. Assist field staff as needed for transition between fieldwork and clerical entry.
12. Performs quality control related to data entry activities and office functions as required.
13. Administering the filings and scheduling of the Lake County Board of Revision including: minutes; preparation of transcripts; preparing electronic and paper records; data entry related to offers, settlements and decisions; and preparing certified mail as necessary.
14. Under direction, enhance and/or develop policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Lake County Auditor's office.
15. Continuous improvement of the Auditor's office processes through education of issues pertaining to software/regulation changes.
16. Completes special projects as requested by Lake County Auditor.
17. Represents the Lake County Auditor's office when necessary outside of office hours.
18. Abide by the internet policies of the Auditor's Office and maintain best practices with regard to internet usage.

Supervisory Responsibility:

This position has no supervisory responsibility. This position works closely with the Auditor, Chief

Deputy Auditor, and management staff to assist with any required administrative duties.

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 40 pounds; and is required to be able to use close vision, distance, color vision, peripheral, depth perception and adjust visual 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 an office environment, including increasing responsibility in business and fiscal services.
2. Associates degree preferred. Experience will be considered in lieu of degree.
3. Strong organizational, analytical and problem-solving skills. Demonstrates attention to detail; high need for precision and accuracy.
4. Experience in personal computer applications as related to business and fiscal 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 fiscal organization and function.
5. Experience with the mass appraisal practices or real estate practices within the State of Ohio and at the County level is a plus.

Certificates and/or Licenses:

1. None required.

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 or 105 Main Street, PO Box 490, Painesville, Ohio 44077 by November 20, 2020. Must include salary history and current salary requirements.

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