

JOB POSTING

Lake County Auditor's Office

Position Description

Position Title:	Deputy Auditor – Field Appraiser II (CAUV)	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 direction of the Lake County Auditor, Chief Deputy Auditor this position is responsible for performing duties related to the operation of the Real Estate Appraisal Division of the Auditor's Office, specifically discovering, gathering, verifying, and valuing property data on real property parcels located in Lake County, Ohio. These duties may require working in inclement weather and on rough terrain (active construction sites). As this job requires working directly with the public a background check is mandatory.

This position promotes efficient operations of the Auditor's office, while promoting the growth of the organization and ensuring compliance with all related regulations associated with assessment compliance to the Ohio Department of Taxation and the State of Ohio.

Essential Functions:

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

1. Must possess a valid Ohio Driver's license with a clean driving record.
2. Ability to operate a county owned vehicle.
3. Possess or have ability to obtain within 18 months a certified residential appraisal license or IAAO residential appraisal credential(s).
4. Prepare good concise records and maintain organized records of all fieldwork performed.
5. Must be able to work independently in a fast-paced setting.
6. Ability to interact with various building departments and interpret blueprints into property record cards.
7. Possess the ability to meet critical deadlines.
8. Complete fieldwork to obtain information for assessment purposes for the Appraisal office.
9. Process fieldwork data including verification of data from multiple sources if necessary.
10. Interact with the public in a professional manner.
11. Review and analyze Property Value Appeal including an understanding of Board of Revision.
12. Maintain and administer the CAUV program including preparing agriculture use valuations and placing them on the tax duplicate.
13. Determine and assess charge on conversion of land out of the CAUV program.
14. Understand and be able to navigate the software programs used in the office including but not limited to: CAMA, Tax, Geographic Information Systems, Oblique imagery software, the county website, Microsoft Word, Microsoft Excel, and Outlook.
15. Maintain any professional credentials with the issuing entity as required.
16. Other functions as determined by the Auditor, Chief Deputy.

Supervisory Responsibility:

This position has no supervisory responsibility.

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 and adjust visual focus. Must have a clean driving record and be able to drive a county-owned vehicle for any required duties/tasks. Must be able to navigate construction sites and/or property to collect pertinent property data to produce valuations. Navigating construction or farm sites may include but not limited to walking on uneven ground, climbing stairs/planks/walkways, or performing farm crop verifications. Must be able to work year-round outdoors in all types of weather. Must be able to utilize tape measures and measuring wheels to record building dimensions. Must be able to efficiently use a tablet PC in the field to record data and take photos. May be required to sit in a vehicle for periods of time.

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 both an office setting for part of the time and outside. This role routinely uses standard office equipment such as computers (desktop, laptop and/or tablet), phones, photocopiers, scanners, filing cabinets and fax machines. Ability to use /direct automated information systems to prepare property values and produce required reports. As well as the ability to compose routine letters, memos and similar correspondence using word processing and or spreadsheets is required.

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

1. High School Diploma or equivalent
2. Experience with the mass appraisal practices within the State of Ohio and at the County level preferred but not required. Strong organizational, analytical and problem solving skills. Demonstrates attention to detail; high need for precision and accuracy.
3. Problem solving skills are required. This position requires judgement and the ability to find and solve problems. Employees In this position should be able to work independently.
4. Experience in personal computer applications as related to business and fiscal practices preferred. 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.

Certificates and/or Licenses:

- 1) Must possess a valid Ohio Driver's License and a good driving record (no more than 3 points).
- 2) Ohio Licensed or Certified Appraiser is preferred but not necessary.
- 3) Membership in the International Association of Assessing Officers is optional.

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 March 31, 2021. Must include salary history and current salary requirements.

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