



**CLASSIFICATION SPECIFICATION: DEPUTY CLERK**

**JOB RESPONSIBILITIES:**

Under general supervision; answers phone calls for the Real Estate division of the Auditor’s Office; processes Homestead Exemption, 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.
(1)Processes and mails homestead exemption applications; verifies the accuracy of homestead exemption applications; assists the taxpayer in filling out the Homestead Exemption Forms correctly; answer inquiries from the taxpayer about homestead reduction program including estimating tax benefits.	(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.
(2)Assists in the transfer of deeds; verifies correctness of information on	(2)Knowledge of (a) *, (b)*; skills in (c); ability to (d), (e), (f), (g), (h), (i), (k)

<p>deed (e.g., correct title, marital status, property description, witnesses, notarized seals, deed preparer, etc.); issues transfer stamp and number; completes (transfer data, fee certification, etc.) and verifies (e.g., grantor, grantee, address, sale price, etc.); conveyance forms; calculates and collects fees; prepares document for further processing in Auditor's office;</p> <p>(3) Processes auditor's office payins; enters countywide pay-ins and credit backs.</p> <p>(4) Assists the taxpayer in mobile home transfers, destructions, and relocations; maintains manufactured home data base for tax purposes</p> <p>(5) Assists the taxpayer in completing 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.</p>	<p>interpret variety of instructions in written, oral, or schedule form.</p> <p>(3) Knowledge of (a) *, (b)*, (j) bookkeeping; skills in (c); ability to (d), (e), (f), (g), (h), (i).</p> <p>(4) Knowledge of (b)*; ability to (d), (h), (k).</p> <p>(5) Knowledge of (a)*, (b)*; skills in (c); ability to (d), (e), (f), (g), (h), (i), (k).</p> <p>*Developed after employed</p>
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