



HOWARD COUNTY GOVERNMENT

Job Posting

Complete an application online at
<https://www.in.gov/counties/howard/home/careers/>

Howard County Government is an Equal Opportunity Employer

TRANSITIONAL DEPUTY

POSITION: Transitional Deputy
DEPARTMENT: County Assessor
WORK SCHEDULE: M-F, 8A-4P

STATUS: Full Time
FSLA STATUS: Non-Exempt
SALARY: \$41,000-51,000

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is under the direct supervision of the Howard County Assessor.

This position requires candidate to obtain Level I, II and III Indiana Assessor-Appraiser Certifications.

DUTIES:

- Review, process, and track appeals for Howard County, outside Center Township boundaries
- Prepare and submit appeal tracking report to State of Indiana
- Schedule PTABOA hearings and process all necessary appeal paperwork for taxpayers, board members, Auditor and make appropriate updates to CAMA system
- Review and process all exemption applications filed in Howard County, present to PTABOA, and notify applicants of PTABOA determination
- Add/remove exemptions from CAMA system and calculate exemption deduction amounts
- Provide exemption data for real and personal property to auditor and balance with auditor
- Assist vendor in calculation of annual trending factors
- Analyze and explain annual variances in assessed value to DLGF
- Perform validation of all sales to determine appropriate sales to be used for ratio study
- Coordinate and conduct sales verification site visits and update CAMA system accordingly
- Roll real and personal property data to auditor and assist in balancing
- Roll real and personal property data to the State and work with DLGF to obtain data compliance
- Export sales data to State of Indiana quarterly and at year-end
- Communicate with State of Indiana to ensure Sales Data Compliance
- Abatement review and analysis
- Balance sales disclosure fees with auditor
- Process DocRouter Deeds & Sales Disclosure Forms

- Process paper deeds & Sales Disclosure Forms
- Audit & validate Sales Disclosure Forms
- Enter Sales Disclosure Forms into CAMA system
- Scan & file Sales Disclosure Forms
- Enter building permits
- Process bi-weekly payroll & document attendance
- Assist in reassessment data entry
- Assist in processing reports for State of Indiana
- Assist taxpayers with answering a variety of questions regarding real estate, trending, exemptions, courtesy splits, and personal property
- Answer telephone calls, emails, etc. or direct calls to the appropriate office
- Assist other deputies within the office when needed
- Maintain confidentiality where needed

SKILLS:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and comprehend instructions, short correspondences, and memos.
- Ability to write simple correspondences.
- Ability to use Excel proficiently
- Ability to effectively present information to taxpayers, clients, and other employees of the county.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volumes. Ability to apply concepts of basic algebra and geometry.

RESPONSIBILITY: Typing, computer, and organizational skills are needed for this position. You are to maintain a clean workspace. You are to present yourself in a professional manner at all times, in appearance, attitude, and when corresponding with the public.

EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED); one-year related experience and/or training; or equivalent combination of the education and experience.

Either upon hiring, or within two years from the date of hire, this position is required to achieve and maintain (by completion of continuing education credit hours) a Level III Indiana Assessor – Appraiser Designation.

To apply for this position, please complete a Howard County Employment application located online at <https://www.in.gov/counties/howard/home/careers/> and send application and resume to:
Mindy Heady, Assessor, mindy.HEADY@howardcountyin.gov