

POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA

The Henry County Auditor's Office has a full-time opening for the position of Settlement Deputy. This position works 35-hours per week, is full-time, non-exempt, with a benefit package after probationary period, and pays an annual salary of \$33,364.

Incumbent serves as Settlement Deputy for the Auditor. The incumbent is responsible for maintaining a variety of tax records and assisting the public. A job description is provided for view of duties, job requirements and responsibilities for this position.

Interested applicants are to submit a general application, resume with three professional references, and cover letter to Debbie Walker, Auditor. Required documents can be sent via email with "Settlement Deputy Application" in the subject line to: dwalker@henrycounty.in.gov; or can be sent via US Mail to: Henry County Auditor's Office; Settlement Deputy Position; 101 South Main Street; New Castle, IN 47362. All applications must be received on Friday, March 12, 2021, with emails received no later than 2:00 p.m.

This job posting is placed on the Henry County webpage, www.henryco.net, for view of available job posts for Henry County Government Offices.

Attachments (2)

Henry County Government Offices is an Equal Employment Opportunity Employer

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POSITION: Settlement Deputy
DEPARTMENT: Auditor
WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday through Friday
JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

DATE WRITTEN: 1986 **STATUS:** Full-Time
DATE REVISED: 1993; October 1996; November 1999; March 2021 **FSLA STATUS:** Non-exempt

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.

Incumbent serves as Settlement Deputy for the Auditor, responsible for maintaining a variety of tax records and assisting the public.

DUTIES:

Processes excise taxes, including calculating and maintaining monthly receipts and credits for each township and corporation, balancing registrations and credit allocations with invoices from Bureau of Motor Vehicles branches weekly, preparing and posting vouchers for refunds, and maintaining related files.

Performs various clerical and bookkeeping functions, such as entering/updating various data on computer, and receiving and receipting monies collected by other County departments.

Receives and processes tax exemptions and deductions, including assisting the public in completing forms, explaining procedures, verifying information, and providing copies.

Answers telephone and greets office visitors, providing information and assistance, taking messages, or transferring/directing to appropriate individual or department.

Prepares advance tax draws as requested in writing by various taxing authorities, including verifying balances, calculating allowable draws, typing and posting checks, and maintaining related records.

Prepares semi-annual property and excise tax settlements, including preparing apportionment worksheets, and balancing with Treasurer's records.

Prepares and processes semiannual tax distributions, including receiving monies, typing quietuses, entering on computer, typing forms, typing and mailing checks to each unit.

Periodically performs duties of other Department personnel as needed.

Assists draftsman, including transferring deeds and plat maps.

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Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of applicable local, state and federal rules and regulations and department policies

and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations, maintain accurate records/files, reconcile accounts, and prepare reports as required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax, typewriter, copier and calculator.

Ability to understand and follow oral and written instructions, and work with others in a team environment.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to maintain confidentiality of department information.

Ability to perform duties of other department personnel as needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs a variety of bookkeeping, reception and clerical duties according to a flexible, customary routine with priorities determined by supervisor. Work is reviewed in progress and upon completion of specific duties for technical accuracy and adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through procedural safeguards, and are readily detected through standard bookkeeping checks and supervisory review. Undetected errors may result in loss of time for correction and/or inconvenience to the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Auditor.

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IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving close vision, hearing communication, sitting and/or standing for long periods, and lifting/carrying objects weighing under 25 pounds, such as office supplies and record books. Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Settlement Deputy for the Auditor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date