

Fulltime Auditor & Equalization Clerk

GENERAL STATEMENT OF DUTIES

This position is a general clerical position split between the Miner County Auditor and Miner County Director of Equalization offices. Under the direct supervision of the Miner County Auditor, the Auditor & Equalization clerk performs a variety of responsible administrative, clerical, financial and customer service duties, assisting with maintaining official county records, processing financial transactions, preparing reports, and ensuring compliance with all applicable federal, state, and county laws, regulations and policies. Under the direct supervision of the Miner County Director of Equalization, the Auditor & Equalization clerk performs moderately complex clerical duties and routine data entry work relating to the appraisal of real property for tax purposes requiring the use of independent judgment. This position provides courteous and professional assistance to the public, elected officials, and other governmental departments and agencies while maintaining confidentiality of sensitive information. Duties require accuracy, attention to detail, sound judgement and the ability to prioritize multiple tasks in a fast-paced office environment.

STANDARD WORK WEEK

The standard work week for this position will be 7 hours per day (35 hours per week), typically with three days per week for the Auditor's office and two days per week in the Director of Equalization office. Days in each office may vary depending on the respective workload of each office.

DOE TYPICAL DUTIES AND RESPONSIBILITIES

Auditor Office

- _____ Assists with accounts payable, accounts receivable, payroll, budgeting, and other county financial functions.
- _____ Receives, processes, and maintains financial records, reports, and supporting documentation.
- _____ Assists in election preparation, voter registration, and other election-related duties as required by South Dakota law.
- _____ Proofreads and maintains official county records, minutes, resolutions, ordinances and related documentation.
- _____ Assists with agenda and commission meeting preparation
- _____ Performs research and compiles information as requested.
- _____ Assists with special projects and performs other related duties as assigned.

Director of Equalization Office

- _____ Operates computer to enter data from property cards on transfers, splits, and re-platting of property.
- _____ Identifies properties to be appraised on maps by use of legal descriptions and by review of building permits and property appraisal records.
- _____ Maintains list of current sales by class, legal description, and assessment to sales ratio.
- _____ Maintains current sales maps and ownership maps.
- _____ Assists in calculating new property values for property splits by referring to appropriate schedules.
- _____ Prepares new cards for property splits, transfers, and combinations.
- _____ Assists Director with sales ratio reports to SD Department of Revenue; verifies all sales by proper investigation of parties involved.

Both Offices

- _____ Answers incoming telephone calls and takes messages.
- _____ Retrieves and interprets information from computer.
- _____ Copies and organizes materials as directed by the department head.
- _____ Provides assistance and information to other agencies and the public through direct, telephone, and mail contact.
- _____ Performs routine clerical duties including sorting, filing, proofreading, answering the telephone, and mail contact.
- _____ Attends training sessions and meetings as required.
- _____ Maintains filing systems, both electronic and paper, ensuring records are complete and accurate.
- _____ Performs work in a manner consistent with safe practices.
- _____ Develops and maintains positive professional relationships with the general public and other employees.
- _____ Performs other such duties and functions as assigned and necessary to the proper performance of the position.

MINIMUM QUALIFICATIONS

- Working knowledge of standard office procedures and operations. Skill in operating office equipment in accordance with the demands of the position. Ability to read and interpret complex written instructions, legal descriptions, regulations, state law, etc.
- Graduation from high school or GED and course work in office procedures. Working knowledge of Microsoft Office products (Excel and Word). Preference of no less than two (2) years general office clerical experience; or a combination of education, training, and experience as may be acceptable to the hiring authority.
- Ability to understand and follow written and verbal instructions.
- Ability to communicate effectively verbally and in writing.
- Physical ability to perform job responsibilities, including the ability to lift a minimum of 25 pounds and store/retrieve items from both high and low shelving.
- Access to use of a motor vehicle.
- Ability to maintain an effective working relationship with other employees and the general public.
- Ability to work flexible hours as the need arises.

I have read the above position description and fully understand and accept the conditions set forth. I will perform these duties to the best of my knowledge and ability. I also agree to abide by the personnel policy of Miner County.

Employee Signature

Date