Ottawa County Deputy Auditor – Real Estate
Job Description

General Summary:
Under the general supervision of the County Auditor, maintain various types of real estate records for the purposes of property taxation.
Hours: 8:00AM – 4:30PM Monday through Friday.

The County Auditor’s Office provides a wide variety of services to the public and other governmental entities, and serves as the primary administrative office for county government. As an employee of the Ottawa County Auditor’s Office all staff are expected to provide courteous and knowledgeable assistance in a professional manner to customers at the public counter, by telephone, e-mail, and by written correspondence. While individual staff members may be assigned a specific area of general responsibility, all staff members are expected to assist each other as needed, and with miscellaneous other tasks as assigned. This job description is not intended to provide a complete list of duties that may be assigned to an employee.

Job Duties:
- Maintain real estate records and property descriptions noting changes due to sale or other conveyances
- Review documents and legal instruments
- Enter land parcel information and property ownership information into a computer tax database with accuracy
- Use paper and computer maps.
- Research historical records of land ownership
- Assist and confer with property owners, attorneys, land surveyors, real estate and business representatives, and staff in other county offices, on a regular basis.
- Process Dog Tag applications
- Other tasks as assigned.

Knowledge and Skills:
- Ability to understand and interpret legal descriptions
- Attention to detail
- Ability to meet numerous deadlines
- Excellent verbal and written communication skills
- Extensive customer service
- Must be proficient in Microsoft Office and Excel
- Basic math skills
- Must be able to learn software customized for the Auditor’s Office
- Must be punctual and reliable.
- Professional dress and demeanor required

**Education and Experience Required:**

- High School Diploma (or equivalent) required Associates degree preferred.
- 1 year experience in an office setting