

Deputy Auditor

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult administrative work assisting the Auditor/Treasurer in day-to-day operations of the department, administering changes to property ownership, administering elections, and related work as apparent or assigned. Work is performed under the general direction of the Auditor-Treasurer. Limited oversight is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below 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.

Essential Functions

- Serve as lead worker for the office; assist and train staff in proper procedures and techniques as required; serve as a resource for office staff.
- Assist in the implementation of new policies and procedures as requested.
- Administer property transfers in the AS400 property tax system.
- Administer real property tax forfeitures as required by Federal and State laws, including land sales and repurchases after tax forfeiture; prepare land sale and repurchase deeds and contracts; administer land sale/repurchase receivables and prepare annual reports for audit purposes.
- Reconcile delinquent tax monthly with the Treasurer's Office; work with collection of current taxes in May, October and November and delinquent taxes daily.
- Serve as resource for attorneys and real estate professionals.
- Perform all election-related requirements as determined by State and Federal laws; maintains the Statewide Voter Registration System (SVRS) throughout each year for local jurisdictional elections;
- Administers County-wide absentee balloting, testing of equipment, maintaining election related activities on the County website, distribution of supplies and enter election night results during even year State elections.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of State and Federal election laws and election equipment (omni drive, dymo label writer, Automark & M100); thorough knowledge of surveyor maps, government surveys, Delinquent Tax Red Book, property tax manuals; thorough knowledge of legal descriptions; general knowledge of billing statements, Land Receivable Report, ordering State deeds and preparing State contracts; thorough knowledge of forfeiture and cancellation of State deeds; ability to understand cash drawer reports; general knowledge of standard office equipment; thorough knowledge of standard office computer hardware and software; ability to make arithmetic computations.

Education and Experience

High school diploma or GED with coursework in basic accounting, or related field and considerable experience with legal descriptions, or equivalent combination of education and experience.

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Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Drawing and calculating legal descriptions/acres upon hire.
Election duties per Minnesota Statute within two years.
Valid driver's license.