

## **Property Records & Elections Specialist - Auditor**

Dept/Div: *Auditor-Treasurer*

FLSA Status: *Non-Exempt*

### **General Definition of Work**

Performs intermediate administrative, maintains property tax records including splits and combines of parcels, omitted property, manages the tax forfeit land process, administers elections, assisting the public over the phone and in person, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Deputy Auditor-Treasurer.

### **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**

- Serves as the lead worker for property records and elections in the office; assist and train staff in property procedures and techniques as required; serve as a resource for office staff.
- Administers property transfers, splits, and combines in the property tax system.
- Manages the real estate property tax forfeiture processes including judgements, land sales and repurchases after forfeiture; land sale contracts; contract cancellations, and monthly and annual forfeit land reports for audit purposes.
- Reconcile delinquent tax monthly with the Treasurer's office; assists with collection of current and delinquent taxes
- Maintains Voter Registration records within the Statewide Voter Records System, administers county-wide absentee and mail balloting, testing of election equipment, distribution of supplies and the entry of election results into the State Election Reporting System.

### **Knowledge, Skills and Abilities**

Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of Minnesota statutes, rules and regulations in relation to property transfers and elections; thorough knowledge of surveyor maps, government surveys; Delinquent Tax Red Book, tax forfeiture and contract cancellation process, legal descriptions, general knowledge of billing statements, Land Receivable Report, ordering State deeds and preparing State and repurchase contracts.

### **Education and Experience**

High school diploma or GED and considerable experience in real estate, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires pushing or pulling and lifting; work

has standard vision requirements; 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 Administrator training within two years

Valid driver's license