

Property Records Specialist - Auditor

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work processing real estate documents, maintains property tax records, 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

- Process real estate documents for the State of Minnesota deed tax, mortgage registration tax and real and personal property taxes; enter daily collections
- Maintains ownership records in the AS400 property tax system.
- Administer property transfers and property splits in the AS400 property tax system.
- Assist with Elections as required
- Verifies all claims and vouchers to ensure proper approval, signatures and accounts numbers are present. Obtains the approval when not properly completed. Ensures warrant register and checks are balanced, proof, print checks, scans all vouchers for retention as required in the absence of Clerk III – Auditor.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; thorough knowledge of surveyor maps, government surveys; thorough knowledge of legal descriptions

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).

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Special Requirements

Drawing and calculating legal descriptions/acres upon hire.

Valid driver's license