

Assistant Clerk/Board of Revision

The Assistant Clerk/Board of Revision, under general supervision of the Clerk to the Board of Revision, enters real estate information into the in-house real estate system, processes complaint applications, updates records, record hearings, assists the public, and performs other duties as required. This position uses organizational skills daily to process and maintain the Board of Revision records.

Responsibilities

- Process complaint applications
- Scheduling/Coordinating Hearing Dates
- Recording of Hearing
- Journalize Hearing Decisions
- Prepare statutory notifications
- Data entry into real estate software
- Maintain files, records, reports and documents
- Notifies County Auditor of valuation changes
- Answer questions in person and on the phone of the public and other government agencies.
- Perform other duties as assigned

Knowledge, Skill and Abilities

General knowledge of standard office practices and procedures, equipment and secretarial techniques; general knowledge of business English, spelling and arithmetic; ability to type at a reasonable rate of speed; ability to meet the public effectively; ability to maintain and establish effective working relationships with others; ability to read and comprehend written instructions; ability to follow oral instructions; ability to maintain clerical records and prepare reports from such records; ability to make minor decisions in accordance with regulations and established policies.

Experience, Training and Education

High school diploma with clerical, secretarial or office experience required.

Skill in

- Microsoft Office, Excel, and Outlook; data entry; using reasoning and decision-making approaches; interpersonal skills; understanding, judging, and interacting with property owners, county officials, the public, and team members.

Wages

- This position is a non-bargaining unit position
- Starting wage based on qualifications
- Excellent health, dental, prescription drug and vision plan; paid vacation, sick, and personal days; outstanding retirement plan, promotional position. Core hours are 8:00AM to 4:30PM, Monday through Friday, overtime may be required.

Applicants must complete a standard application which is available at

<https://auditor.loraincounty.com/auditor/cms/files/File/Employment/Employment%20App.pdf> or can be picked up at the Lorain County Auditor's Office. Applicants must also submit a resume and cover letter to make their applications complete. Incomplete applications will not be considered.

Applications must be received in the County Auditor's Office by 4:00 PM October 30, 2024.

Send Application, Cover Letter & Resume to:

Lorain County Auditor
Lorain County Admin. Bldg.
226 Middle Ave., 2nd FL
Elyria, OH 44035

OR

You can email a complete application, resume, and cover letter to auditor@lcauditor.com

EOE