

CLERICAL SPECIALIST 1

The Clerical Specialist 1, under general supervision of the Real Estate Tax Administrator, performs detailed work in the reviewing, processing, recording of real property records and other duties related to the maintenance of real property as directed. This position uses problem solving skills daily to resolve issues and maintain property records.

Responsibilities

- Answer questions in person and on the phone of the public and other government agencies in relation to property records, current and past.
- Checks and reviews a variety of data for accuracy, completeness and conformance to established guidelines
- Maintains real estate files, records, reports and documents
- Data entry into the real estate software
- Process real property conveyances
- Performs value and tax adjustments
- Administers state tax reductions
- Assist public in resolving issues related to property records
- Perform other duties as assigned

Knowledge 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 previous progressively responsible clerical and secretarial experience required. A two-year degree w/some Real Estate training and/or Real Estate Appraisal experience, as well as, previous experience working with a governmental entity preferred.

Skill in

- Using computers; 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 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 March 3, 2023.

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