

Montgomery County Auditor's Office: Auditor's Deputy – Parcel Technician/Accounts Receivable

Status: Full-Time Deputy with benefits

Start Date: Immediately

Responsibilities:

1. Assist customers/taxpayers:

- Property Ownership, Transfer and Address questions
- Property Deduction Questions
- Handle all aspects of Tax Sale
- Research Property Tax and Mapping Issues
- Add and maintain Special Assessments
- Add and maintain Drain Maintenance & Reconstruction projects

2. Assist internal customers/department heads:

- Receipt entry and inquiries
- Answer Fund and Account Balance Questions
- Provide accurate reports, as requested

3. Other:

- Work with vendors/customers/staff to continually upgrade processes and software
- Complete all tasks with an extremely high level of accuracy
- Maintain accurate records of all items assigned
- Audit records submitted for compliance with local and state requirements and codes
- Accurately report any issues to appropriate member of staff or vendor in a timely manner
- Understand local, regional and statewide resources and utilize them accurately
- General office-related tasks: answering phone calls, faxes, emails, filing, and housekeeping.
- Other tasks as assigned

Candidates should be:

- Proficient in the use of Microsoft Office with the ability to master other software programs
- Customer-service oriented with strong verbal and written communication skills
- A self-starter with established follow up and follow through methods, despite distractions
- Able to quickly and efficiently solve mathematical and customer service problems
- Physically capable of lifting up to 40 pounds
- Available to work some weekend or evening hours, with the occasional overnight travel
- Willing to perform other deputies' roles as needed to ensure proper function of the Office
- Capable of quickly assimilating new or different instructions into daily procedures
- GED Certified or High School Graduate
- Must be able to pass a background check and drug screening

Please submit a resume and cover letter no later than 4:30 p.m., December 27, 2024.

Submit via email to: auditor@montgomerycounty.in.gov

Fax: 765-364-6404

Mail: Montgomery County Auditor
1580 Constitution Row, Ste A
Crawfordsville, IN 47933