



DEREK HOUSEHOLDER
Auditor – Perry County, Ohio
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New Lexington, Ohio 43764
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Perry County Auditor Real Estate Clerk Job Description

<u>CLASSIFICATION TITLE:</u> Real Estate Clerk	<u>AGENCY/DIVISION:</u> County Auditor	<u>FLSA:</u> Non-Exempt
<u>JOB TYPE:</u> Full Time, Unclassified ORC 124.11 (A)(8)	<u>COMPENSATION:</u> \$17.00 - \$22.00/hour	<u>PROBATION PERIOD:</u> N/A
<u>POSITION LOCATION:</u> 212 S. Main Street New Lexington, Ohio 43764	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00AM – 4:00 PM	<u>SUPERVISOR:</u> County Auditor

POSITION SUMMARY:

The County Auditor Real Estate Clerk is responsible for assisting with the maintenance, accuracy, and administration of real estate records within the County Auditor’s Office. This role involves processing property transfers, updating real estate tax records, and ensuring compliance with state and local regulations. The clerk works closely with the public, title companies, attorneys, surveyors, and other government offices to provide accurate information and excellent customer service.

REAL ESTATE CLERK RESPONSIBILITIES:

- Review and process real estate transactions, including property transfers, deed recordings, and legal description changes.
- Maintain and update property records, tax parcels, in coordination with the Auditor’s Office.
- Assist with the calculation of real estate taxes, exemptions, and special assessments in compliance with state and local laws.
- Verify and validate property legal descriptions, ownership information, and tax districts.
- Respond to public inquiries regarding real estate taxes, ownership records, and property assessments.
- Work closely with surveyors, attorneys, real estate professionals, and other government entities to ensure accurate property records.
- Process homestead exemptions, property valuation adjustments, and tax abatement applications as required.
- Assist in preparing reports and maintaining real estate-related databases.
- Ensure all real estate documentation complies with county and state regulations.
- Perform general office duties such as data entry, filing, and document scanning.
- Assist with other tasks within the County Auditor’s Office as needed.

REAL ESTATE CLERK QUALIFICATIONS

Any equivalent combination of relevant education, training, and experience may be considered, including but not limited to:

- High school diploma or equivalent; associate's degree in business, accounting, real estate, or a related field preferred.
- Prior experience in real estate, land records, property tax administration, or government office work is a plus.
- Knowledge of legal property descriptions, deeds, and real estate tax processes preferred.
- Strong attention to detail and accuracy in handling records and data entry.
- Excellent customer service and communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and ability to learn specialized real estate and tax software.
- Ability to work independently and collaboratively in a team environment.
- Strong organizational and problem-solving skills.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

- Office environment with frequent interaction with the public.
- Requires sitting for extended periods, occasional lifting of files or documents (up to 25 lbs).
- Use of computers, printers, and standard office equipment.

APPLICATION PROCESS:

Interested applicants should submit a resume, and completed county employment application to the Perry County Auditors. The position will remain open until filled.

Perry County Auditor

212 S Main St.

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