

**POSITION DESCRIPTION
COUNTY OF JENNINGS, INDIANA**

POSITION: Deputy Settlement and Tax Billing
DEPARTMENT: Annex
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY:

DATE WRITTEN: June 2023

STATUS: Full-Time

DATE REVISED:

FLSA STATUS: Non-exempt/Hourly

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Jennings County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as full time Deputy/Settlement and Tax billing specialist for the Jennings County Auditor's office, responsible for maintaining tax records and assisting the public. Provides technical advisement for all taxation processes.

DUTIES:

A complete list of duties is included at point of onboarding. This list may be amended as needed.

Process receipts and report of collections into Data Pit Stop. Create quietus in financial system to complete the receipting process.

Process address changes that are received by US mail, e-mail or in person. Enter changes into property tax system.

Supervises Tax Increment Funding and Personal Property Abatements, property tax rate calculations and formulations, and the entering of tax rates into the system.

Directs the County Tax Sale and Tax Sale Redemption, including resolving problems, reviewing progress, adhering to schedule, and ensuring proper transfer of sold and redeemed parcels.

Prepares various reports and completes and processes necessary forms for vacated property ordinances, cooperate annexations, and resolutions pertaining to redevelopment and economic revitalization areas.

Reviews property transactions and processes, such as property transfers and payments, exemptions, corrections of property taxing errors, tax refunds, and excise certificates.

Receives and verifies updated assessments from Assessor and or transfers regarding personal property, mobile homes, conservancy and real estate, and enters information into appropriate system. Monitors tax corrections from Assessor and appeals accordingly.

Processes certificates of error, including calculating amounts and preparing, recording and mailing corrected tax statements and or refunds.

Balance transfer with Assessor office.

Process and maintains a log for correction of errors, to add or delete sewer liens and clean-up orders into property system. Interacts with County Attorney, assuring codified laws are upheld.

Maintains documentation for potential surplus property. Create voucher to payout surplus money as needed by individual request or court order request

Utilize GIS for various activities, including, but not limited to, drawing parcels, prepare property for parcel splits and combining parcels and syncing to other data base services.

Reviews and documents properties that are on the Meth Lab list provided by the Indiana Department of Health website.

Receive all BMV receipts and ACH notifications monthly and enter into Data Pit Stop. Balance with the Treasurer.

Update Veteran books based off of deductions and property tax for formulary matrix in order to complete BMV vouchers for veteran license plates if applicable.

Complete excise wheel and Sur report utilizing Gateway system. Create cover letter for process also into Gateway system.

Complete Abstract process for mobile home personal property rolls in partnership with the Assessor. Print reports and correct any errors or warnings within the LOW property tax system.

Calculating new abatements on property and entering into the LOW property tax system.

Processes electronic and mail in property transfers, sales disclosures and deeds and document into the ERM system.

Documents death notices received by the Indiana Department of Health mailing and removes deductions that no longer apply.

Assists with property management of County properties, i.e. rentals and creates security codes and or provides keys for short-term rental. Ensure that deposits, reimbursements and rental agreements capture required permits and or insurance as is appropriate.

Maintain meeting room conference schedule.

Enters new deductions for property taxes i.e. homestead, mortgage, veterans, over 65 and disabled.

Maintain X-Cell spreadsheet for potential surplus property utilizing SRI and LOW property tax system.

Assist with Spring and Fall settlement, processing and documentation.

Certify Net Assessed Values (CNAV) to DLGF. Upload into Gateway for submission and signature by Auditor.

Manages public traffic, answers telephone, determines nature of call, provides information and assistance, takes messages, and or directs calls to appropriate individual or department.

Periodically attends training sessions and meeting as necessary for the position.

Performs duties of other Department personnel in their absence or as needed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Education: Associates degree in accounting and or previous work in accounting skills and principles or equivalent from two-year college; or six months to one-year related experience and or training; or equivalent combination of education and experience preferred. Minimum of high school diploma.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

Language skills: Ability to read, analyze and interpret general business data, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of department heads, clients, customers and the general public. Ability to serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons. Ability to effectively communicate orally and in writing with co-workers, other county departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Reasoning ability: Requires critical thinking skills to solve practical problems and deal with a variety of concrete variables in situations where only limited information is available. Ability to understand and comprehend legal documents. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Experience: Demonstrated experience in Excel and Microsoft office, data base and project management and internet functionalities preferred. Previous experience working in government preferred. Previous experience in customer service preferred.

Interpersonal Relations: Ability to comply with all employer/department personnel policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct. As an employee of the county, all comments, attitudes, actions, and behaviors have a direct effect on the county's image and perceptions of the quality of our work. Behaviors that promote an atmosphere of teamwork and is consistent with our mission, values and guiding principles.

II. RESPONSIBILITY:

Incumbent processes all Tax billing and Settlement as listed. Errors in Incumbent's work are generally detected through standard internal controls and checks and notification from other departments and agencies. Undetected errors could result in loss of time to make corrections, loss of money to the department and loss of credibility with our customers.

Incumbent determines work priorities in accordance with County, State and Federal schedules and deadlines. Work is occasionally reviewed in progress to assure accuracy, completeness and compliance with legal requirements. This position performs duties with work priorities and schedules primarily determined by Auditor and service needs of the public. Assignments are guided by broad policies and/or general objectives. Incumbent follows established procedures, performance standards and plans and arranges own work. Incumbent refers to Auditor when interpretations of departmental policies and programs are thought necessary. Incumbent reports directly to Auditor of Jennings County.

III. Personal Work Relationships:

Incumbent maintains communication with co-workers, personnel from other County Departments, state and federal agencies, members of the public for purpose of processing County payroll, requesting assistance or guidelines concerning payroll procedures, resolving discrepancies and providing and requesting related information. The incumbent uses active listening, assertive communication, asks for clarification and provides care and courtesy in all interactions.

IV. Physical Effort and Work Environment:

Incumbent performs duties in a standard office environment. The physical demands described here are representative of those that must be met by an individual while performing the essential duties of this job. The employee is regularly required to sit, stand; use hand and fingers to handle or touch objects, or keyboard; reach with hands and arms; and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit; stoop' kneel' crouch or crawl; push or pull. Specific vision requirements by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level is usually moderate in the office setting.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print/Type name