



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> Tax Sale/Plat Room Deputy	
<b>Department:</b> Auditor	<b>Position Fund Account No.:</b>
<b>Division:</b>	<b>Job Category:</b> COMOT
<b>Work Schedule:</b> 8:30 a.m. - 4:00 p.m., M-F	<b>Job Grade:</b>
<b>Reports to:</b> Chief Deputy Auditor	<b>Status:</b> Full-time
<b>FLSA Status:</b> Non-exempt (OT eligible)	<b>Effective Date:</b> March 2024 <b>Re-evaluation Date:</b>

**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. Delaware 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 the accommodation would present an undue hardship.**

Incumbent serves as Tax Sale/Plat Room Deputy for the Auditor's Office of Delaware County, responsible for managing activities related to tax and deed sales and assisting the public.

### **DUTIES:**

Manages tax and deed sales, ensuring compliance with legal requirements. Reviews state legislation involving tax and deed sales for possible changes. Tracks approved resolutions by Commissioners regarding tax and deed sales.

Performs various tax sale functions, including calculating and researching redemption amounts due, proofreading and publishing property lists, registering buyers, corresponding with and assisting parties of interest, and processing sale deeds and sale disclosure forms.

Maintains related tax sale files, records, and spreadsheets, including but not limited to tax payouts from overbid surplus, parcels redeemed, parcels sold, court orders, and financial information. Stores previous sale files after redemption period.

Assists the public with tax sale procedures, requirements, and forms.

Assists in planning and organizing tax sales, including communicating with Auditor, Treasurer, attorney, IT and auction company, gathering materials for tax sale production, securing location, and setting up tables and chairs.

Attends Tax sale and maintains record of parcels sold.

Accepts and processes payments, prepares receipts, and balances accounts and spreadsheets, including preparing quietus for payment, preparing refund checks and notices of redemption and invalid sale.

Processes claims for pay back for tax sale buyers. Processes invoices for previous owner overbid surplus and taxes to be paid from overbid surplus.

Assists with various Department functions as needed, including exemptions, change of address, parcel transfers, and property ownership.

Performs various duties related to transferring parcels, including deleting and combining parcels, applying correct taxing district, and completing daily reports.

Processes split, plat, and annexation requests, including identifying and creating new parcels for taxation, applying correct taxing district, and updating plats and maps.

Reads and interprets legal descriptions. Ensures aerial maps are correct.

Researches problems for property owners, including reviewing plat and transfer books, pulling old deeds, verifying accuracy, and re-platting.

Processes and distributes incoming mail for Plat Room.

Completes various reports, including collections report.

Maintains records of surveys and plats for taxation purposes.

Trains new employees in plat room procedures and operations as assigned.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, directing caller or visitor to appropriate individual or department.

Testifies in court and legal proceedings as required.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE. One (1) to three (3) years of previous work experience preferred.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Working knowledge of standard practices, policies, and legal requirements governing tax sales and Department operations, with ability to accomplish tasks and activities with accuracy and completeness and meet formal deadlines.

Working knowledge and experience with standard office procedures and computer software and systems used by the Department, including word processing, spreadsheets, and email, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard accounting practices and procedures with ability to accurately prepare accurate financial records and files related to tax sale, balance accounts, and resolve discrepancies as needed.

Working knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports.

Ability to properly operate standard office equipment, including computer, telephone, printer, copier, scanner, and calculator.

Ability to file, post, and mail materials.

Ability to effectively supervise and direct assigned staff, , including training, developing and motivating assigned staff and keeping supervisor and assigned staff informed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, software vendors, City of Muncie, County Plan Commission, City Plan Commission, Muncie Land Bank, tax sale companies, banks, land surveying companies, auction companies, property owners, title companies, attorneys, realtors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Shall comply with employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to count, compute, and perform arithmetic operations.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, or classify data.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to coordinate, place, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision, work rapidly for long periods, on several tasks at the same time, often under time pressure.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with violent/irate persons.

## **II. RESPONSIBILITY:**

Incumbent's priorities are primarily determined by a formal schedule, service needs of the public, and supervisor. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. Incumbent plans and arranges own work and only refers to supervisor for unusual matters. On rare occasions, decisions are made in the absence of specific policies, or guidance from my supervisor. Errors in work are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of time to correct error, loss of money to Department, other agencies, or the public, and inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, software vendors, City of Muncie, County Plan Commission, City Plan Commission, Muncie Land Bank, tax sale companies, banks, land surveying companies, auction companies, property owners, title companies, attorneys, realtors, and the public, for the purpose of giving and receiving information.

Incumbent reports directly to Chief Deputy Auditor.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, reaching, close vision, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to irate or hostile individuals.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Tax Sale/Plat Room Deputy for the Auditor’s Office of Delaware County describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_Date\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee’s Signature (Printed Name) Date

Signed copy to : Human Resources(Original)  
Supervisor