

# AUDITOR'S REAL ESTATE/DRAINAGE CLERK

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## **GENERAL DESCRIPTION**

The maintenance of real estate transfers to keep property tax records up to date, along with the drainage district records.. Maintaining numerous filing systems, assisting with election preparation activities, and other duties as assigned.

## **DUTIES & RESPONSIBILITIES**

1. Process warranty and quit claim deeds, change of titles, affidavit, and other documents that transfer real estate.
2. Produce plat maps for staff and public as well as research historic records for customers and abstractors.
3. Processes new land surveys and subdivisions; creates new records for new lots and records documents in permanent transfer books.
4. File in multiple filing systems.
5. Assist Auditor with communications through letters, e-mail, etc.
6. Assists with elections as needed; assists with absentee voting, voter registration, and election day duties.
7. Prepares accurate and complete reports as assigned.
8. Keeps current knowledge on software updates.
9. Strives to create, develop, and maintain good communication with fellow staff members, other county employees and the public.
10. Assist Drainage Engineer with variety of tasks for continued maintenance of drainage files, reports, etc.
11. Performs various other duties as assigned by the Auditor.

## **KNOWLEDGE, SKILLS, & ABILITIES REQUIRED**

1. Working knowledge of Microsoft Office.
2. Knowledge of accounting
3. Knowledge of ESRI's ArcView is helpful, but not required.
4. Knowledge of InCode software is helpful, but not required.
5. Ability to read and interpret the Code of Iowa, Iowa Administrative Code, and other written instructions.
6. Ability to communicate effectively with taxpayers and employees.

## **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE**

1. Graduation from high school.
2. Two years clerical experience required; experience in working with legal descriptions or accounting field preferred.

## **ESSENTIAL JOB FUNCTIONS**

- Close mental and visual attention required.
- Sitting, climbing, standing, walking, turning, bending, and occasional lifting of up to 30 pounds required.
- Ability to maintain accurate records and to prepare reports.
- Ability to communicate effectively with the public and staff.
- Ability to meet occasionally stressful project deadlines and make changes in priorities.
- Clear handwriting and mature work habits.