

HENDRICKS COUNTY JOB DESCRIPTION

Title: Sales Disclosure Clerk
Department: Assessors Office
Supervisor: Assessor

FSLA Status: Non-exempt
Pay Band:

Purpose of Position:

Performs sales disclosure task as assigned by Sales Disclosure Coordinator.

Essential Functions:

- Compares legal, address and previous owner to ensure working with correct parcel.
- Maintains ownership in Ecama on parcel(s) record.
- Audits Sales Disclosure information.
- Verifies and validates sales via phone, mail or Multiple Listing Service.
- Enters sales disclosure data into Ecama and links to correct transfer.
- Associates correct assessment at time of sale.
- Filing.
- Assists in resolving any sales issues that arise during annual analysis.
- Answers overflow telephone calls from main office.
- Perform other duties as assigned by County Assessor, Deputy Assessor, Office Coordinator, Annual Adjustment Analyst, &/or Sales Disclosure Coordinator

Education and Qualification Requirements:

- High School Diploma or GED.
- Experience and knowledge of all Microsoft Office applications.
- Excellent math skills.
- Exceptional organizational skills.
- Ability to multi-task and complete work effectively.
- Ability to effectively communicate orally and in writing with co-workers, the public, realtors, title workers/preparers, closing agents and legal representatives.
- A general understanding of how the Recorder's and Auditor's Office function.
- Customer service skills.
- Ability to understand and follow written and oral instructions/directions and appropriately respond to constructive criticism.
- Ability to work alone and with others with minimum supervision and maintain appropriate, respectful interrelationships with co-workers and public.
- Experience operating standard office equipment.

Responsibilities/Difficulty of Work:

Duties are limited in scope but involve many variables and considerations of substantial intricacy. The individual needs to exhibit extreme accuracy and detail to prevent substantial financial repercussions to the taxpayer and the County. Any error in work/judgment not only has a dollar value associated, but could also result in embarrassment to the Assessor’s Office and /or the County and departments therein.

Personal Working Relationships:

Individual maintains communications with Assessor, Deputy Assessor, co-workers, other county departments, and the public for the purpose of exchanging/collecting information, explaining/ interpreting data and procedures, and solving problems encountered during daily work or presented by the taxpayer.

Working Conditions and Physical Demands:

Individual performs all duties in a standard office environment. Occasionally encounters irate or hostile persons in office and on telephone.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

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 _____

Applicant/Employee Signature

Date

