

The Henry County Auditor's office has an opening for the position of Commissioner Secretary/Settlement Deputy. This full-time position is a 35 hour, per week; non-exempt; pay is bi-weekly; employer PERF contribution; offers benefits after a probationary period; and pays an annual salary of \$35,364.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

More information regarding the duties and requirements for this position is found within the attached job description.

Please submit an employment application, resume, and cover letter to apply for the position of Commissioner's Secretary/Settlement Deputy. Documents are to be sent to Debbie Walker, Henry County Auditor, via email to dwalker@henrycounty.in.gov on or prior to 12pm, Wednesday, October 4, 2023.

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Commissioners Secretary/Settlement Deputy
DEPARTMENT: Auditor
WORK SCHEDULE: As Assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: June 2023
REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

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. The County of Henry provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Commissioners Secretary/Settlement Deputy for the Henry County Auditors' Office, responsible for providing management and clerical support for the Board of Commissioners and maintaining a variety of tax records and assisting the public.

DUTIES:

Processes excise taxes, including calculating and maintaining monthly receipts and credits for each township and corporation, balancing registrations, and credit allocations with invoices from Bureau of Motor Vehicles branches weekly, preparing and posting vouchers for refunds, and maintaining related files.

Performs various clerical and bookkeeping functions, such as entering and updating various data on computer, and receiving and receipting monies collected by other County departments.

Receives and processes tax exemptions and deductions, including assisting the public in completing forms, explaining procedures, verifying information, and providing copies.

Greets office visitors, providing information and assistance, taking messages, or transferring/directing to appropriate individual or department.

Prepares advance tax draws as requested in writing by various taxing authorities, including verifying balances, calculating allowable draws, typing and posting checks and maintaining related records.

Prepares semi-annual property and excise tax settlements, including preparing apportionment worksheets, and balancing with Treasurer's records.

Prepares and processes semiannual tax distributions, including receiving monies, typing quietuses, entering on computer, typing forms, typing, and mailing checks to each unit.

Assists with processing claims, surplus tax, jury checks, COIT and LOIT wheel and surtax, and insurance payments.

Receives complaints in writing and by telephone, responding to questions, addressing problems, and directing inquiries to appropriate County departments, agencies, or other offices. Documents problems and inquiries.

Corresponds with legal counsel, department heads, and elected officials to coordinate public events, meetings, and inter office communication issues.

Prepares correspondence for the Board of Commissioners for distribution to news media, State agencies, County departments, and Commissioners' public meetings. Prepares and posts Commissioners itinerary prior to scheduled meetings.

Plans, organizes, coordinates, and assists in execution of special events of the County Commissioners.

Maintains database of Board of Commissioners and interfaces with appointed officials and appointees. Monitors approaching board vacancies and coordinates official appointments by the County Commissioners, notifying successful applicants of their appointment. Prepares meeting notices for official boards and commissions as directed.

Receives, opens, and records incoming office mail, fax transmissions, e-mail, and other correspondence daily.

Tracks Food and Beverage, grants, ARP monies and tracks Commissioner's employee payroll.

Receives and prepares claims for appropriations within the Commissioners budgets.

Performs tasks and functions involving county ordinances with regards to off road vehicles and maintains files, within the guidelines.

Manages use of meeting rooms and instructs users regarding proper use. Directs maintenance staff regarding proper arrangements of meeting room furniture. Communicates with IT regarding technology requirements needed, and maintains a detailed, long-range schedule for the use of all meeting rooms.

Manages appointments with County Commissioners with department heads, elected officials, and the public.

Periodically performs duties of other Department personnel as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Working knowledge of applicable local, state, and federal rules and regulations and department policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of and ability to use computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems.

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations, maintain accurate records and files, reconcile accounts, and prepare reports as required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy, and to prepare correspondence and detailed reports.

Knowledge of County government fiscal structures, legal organizations, and public processes and the role of each branch of County government.

Ability to properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, copier, and calculator.

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

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

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

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

Ability to count, compute, and perform arithmetic calculations.

Ability to perform duties of other department personnel as needed.

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.

Ability to occasionally work extended, and/or evening hours, and occasionally travel out of town for training.

II. RESPONSIBILITY:

Incumbent performs a variety of bookkeeping, reception and clerical duties according to a flexible, customary routine with priorities determined by supervisor and seasonal deadlines. Work is reviewed in progress and upon completion of specific duties for technical accuracy and adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through procedural safeguards and are readily detected through standard bookkeeping checks and supervisory review. Undetected errors may result in loss of time for correction and/or inconvenience to the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving, sitting/standing/walking at will, sitting/standing for long periods, lifting/carrying objects weighing under 25 pounds, close vision, keyboard, hearing sounds/communication, handling/grasping/fingering objects, and speaking clearly.

Incumbent is occasionally required to work extended, and/or evening hours, and occasionally travel out of town for training.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Commissioners Secretary/Settlement Deputy for Henry County Auditors' Office 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 _____

Applicant/Employee Signature

Date

Print or Type Name