

Muskingum County Auditor's Office

Position Title: Weights & Measures Inspector/ Real Estate Appraiser

Reports to: Muskingum County Auditor

Pay Range: \$23.87 to \$29.01 per hour (fulltime at 35 hours per week)

DUTIES AND RESPONSIBILITIES

Under direction of the County Auditor, the Weights & Measures Inspector completes the annual inspection and certification of all commercial weighing and measuring devices in the county, along with all required state and local reporting. The Appraisal aspect (approximately 40% of the position) involves updating residential, agricultural, and manufactured homes property data collection; managing workflow; collecting, verifying and compiling data for property record cards; and addressing public inquires. Both aspects of the position will represent the Auditor's office during daily interaction with the public and require knowledge of Ohio Revised Code (ORC) relating to the above-mentioned duties. Assists in other areas of the office as requested. Perform other related duties as required.

QUALIFICATIONS

- Completion of secondary education required.
- Average knowledge of financial real estate terms and principles.
- Strong working knowledge of math and technical drawing.
- Excellent verbal and written communication skills.
- Computer skills and ability to work with multiple software systems as well as strong skills with MS Word and Excel.
- Consistent and dependable attendance.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS

- Must possess and maintain a valid state of Ohio driver's license and requirement maintain an acceptable driving record.
- The Weights and Measures Inspector shall enroll in the Ohio training program within 30 days of appointment and must complete the training program within 18 months of enrollment.
- Must maintain all State mandated certifications, testing and continuing education hours, and all other requirements of the County Auditor.

WORKING CONDITIONS

- Physical requirements include: the ability to lift and carry up to 50 pounds, stand or walk for an extended period, climb, balance, push/pull, squat, and work above the shoulder.
- Work may be performed in environments that may be loud, dusty, or dirty, and may contain exposure to fuel, oil, petroleum gas, and fumes.
- Must be willing and able to wear personal protective equipment including, but not limited to protective eyewear, gloves, protective footwear, hardhats, and high visibility vests.
- Work may be performed in office or outdoor environments; work is performed in varying temperature and weather conditions.
- Scheduled hours within the Auditor's office are Monday through Friday from 8:30 a.m. to 4:30 p.m. (35 hours per week), classified as full-time employment.

Please submit both a Resume and Application by mail, fax or email (auditor@muskingumcounty.org) by the deadline to:

Debra J. Nye

Muskingum County Auditor

401 Main Street

Zanesville, OH 43701

Fax: 740-455-7182

Muskingum County does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or veteran status in employment. Must be able to pass a drug test, physical and background investigation.