

**Debra J. Nye**  
**Muskingum County Auditor**  
**Position Opening Announcement**

**Date:** May 19, 2023  
**Position Title:** Account Clerk- Real Estate –Deputy Auditor Position  
**Department:** Real Estate  
**Pay Range:** \$20.10 - \$23.87 per hour  
**Status:** Fulltime – 35 per hours/week  
**Deadline:** Inside/Outside Applicants: June 2, 2023

*(Applications and/or resumes received or postmarked after deadline will not be considered.)*

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**DUTIES AND RESPONSIBILITIES**

Under the direction of the Muskingum County Auditor and general supervision of the Real Estate Manager, enters real estate information using data processing equipment; updates computer database records; analyzes large sets of data; maintains office website; processes Board of Revision cases; issues licenses, collects fees, and transfers deeds; verifies accuracy and correctness of all data pertaining to property deeds; assists the public; reads and understands surveys and legal descriptions; performs other related duties as required.

**QUALIFICATIONS**

- Associate degree in Accounting or Business Management preferred.
- Proficient in using Microsoft 365, especially Excel and Word.
- General knowledge of real estate transactions and procedures.
- Outstanding problem solving and analytical thinking skills.
- Excellent customer service attitude.
- Works cooperatively with others and as a team player.
- Excellent written, verbal communication skills, organizational skills and attention to detail skills.
- Successfully completes BCI background requirements and drug screening.
- Ability to obtain Notary within six (6) months.

**ESSENTIAL FUNCTIONS OF THE POSITION**

- Assists with the efficient operations of the Real Estate Department of the Auditor's Office.
- Calculates estimated taxes, estimated revenue, and millage of bonds and levies.
- Assists the Board of Revision in handling Complaints Against the Value of Real Property.
- Maintains office website for accurate and up-to-date information.
- Issues all licenses sold to the public by the Auditor's office.
- Assists in the transfer of deeds and manufactured home titles.
- Collects and processes various real tax forms.
- Assists taxpayers in completing and filing real tax forms.
- Effectively and accurately prepare and use Excel spreadsheets to analyze real estate data.
- Self-motivated with an attention to detail, work independently and work with confidential information.
- Work on special projects relating to any functions within the Real Estate department as assigned.
- Perform other duties and assume responsibilities as assigned by the County Auditor and Real Estate Manager.

**WORKING CONDITIONS**

- Works within the Auditor's office, Monday through Friday from 8:30 a.m. to 4:30 p.m.  
(35 hours per week).

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

**Debra J. Nye, Muskingum County Auditor**  
**401 Main Street**  
**Zanesville, OH 43701**  
**Fax: 740-455-7182**

**EOE**

*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.*