

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Tax Sale Clerk/Grant Administrator
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT V (Computer, Office Machine Operation, Technician)

DATE WRITTEN: August 2006
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Tax Sale Clerk/Grant Administrator for the LaPorte County Auditor's Office, responsible for performing various administrative duties.

DUTIES:

Prepares department tax rolls by entering name of taxpayer, address, improvements, assessments, and exemptions into department computer, including working with mobile home assessments and personal property assessments. Balances tax rolls.

Assists individuals at counter, answering questions, explaining tax bills, calculating taxes, accepting appeal forms, verifying assessments, and providing general information.

Processes applications for property tax exemptions such as mortgage, age, disability, veteran's status, rehabilitation, and homestead exemptions, completes necessary forms, posts information in proper ledger book and appropriately files, and maintains files for exemptions.

Processes and balances certificate of errors and additional assessments and maintains ledgers of both. Enters and balances special assessments, including ditches and sanitation and garbage.

Calculates and prepares 17T tax refunds and forwards to Accounts Payable Clerk for payment.

Assists with annual tax sale on delinquent property. Enters tax sale advertising fees and balances and balances tax sale surplus and tax sale redemption to the financial.

Responsible for oversight and managing of all County grant funds received.

Receives grant awards with department heads and creates grant fund accounts correspond.

Monitors and maintains grant amount through Auditor of State notifications.

Maintains spreadsheet with all required information including receipt numbers, CFDA numbers and expenditures.

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Interacts with department heads to ensure that grant guidelines are followed.

Performs local match transfers of funds for matching grants awarded.

Works with Auditor and Chief Deputy Auditor on Annual Financial Report of State and Federal Grant report (SEFA).

Answers telephone, determines nature of call, answers inquiries and provides assistance, takes messages, or routes to appropriate person or agency.

Performs data entry of docket for tax sale redemption. Keeps the tax sale program up to date and calculates and quietuses tax sale redemptions and delivers to Treasurer's Office.

Periodically performs duties of other tax division staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of personnel and functions performed in other County departments.

Knowledge of state statutes and procedures set forth by the State Board of Accounts and State Board of Tax Commissioners.

Ability to attend and successfully complete any continuous education with regard to all state and federal grant requirements and guidelines.

Knowledge of standard English grammar, spelling, and punctuation, and ability to type with speed and accuracy and perform arithmetic calculations.

Knowledge of standard filing systems and ability to create and maintain accurate files and records.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to use standard office equipment, such as computer, calculator, copy machine, fax machine, and telephone.

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

Ability to 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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Trustees, bidders of tax sale properties, attorneys, tax sale vendor, banks, loan companies, grant writers, state and federal agencies, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, often under time pressure.

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

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, sometimes overnight.

II. RESPONSIBILITY:

Incumbent works independently and receives specific assignments, general instructions and follows prescribed forms, procedures, and standards in completing tasks that are regular and recurring. Work is checked in process and reviewed upon completion with errors readily detected and resulting in loss of time and delays within the department or inconvenience to members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with grant writers, state and federal agencies, co-workers, other County departments, Trustees, bidders of tax sale properties, attorneys, tax sale vendor, tax sale attorney, banks, loan companies, and members of general public for the purpose of providing information regarding tax sale procedures and regulations.

Incumbent reports directly to the Auditor, Chief Deputy, and Office Supervisor.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, including sitting for long periods, keyboarding, speaking clearly, close vision, and hearing sounds/communication. Incumbent may be required to work with or be exposed to irate/hostile individuals. Incumbent may occasionally be required to work extended, evening, and/or weekend hours and travel out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Tax Sale Clerk/Grant Administrator for the LaPorte County Auditor's Office describes the duties and responsibilities for employment in this position. I

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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