



Delaware County

This document is used to provide
a basic description of essential
duties and other work elements

Job Title: Plat Room Deputy	
Department: Auditor	Position Fund Account No.:
Division: Plat Room	Job Category: COMOT
Work Schedule: 8:30 a.m. - 4:00 p.m., M-F	Job Grade:
Reports to: Chief Deputy Auditor	Status: Part-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: Re-evaluation Date: January 2024

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. Delaware County provides reasonable accommodations 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 present an undue hardship.

Incumbent serves as Plat Room Deputy for the Auditor's Office of Delaware County, responsible for work performed in plat room operations and assisting the public.

DUTIES:

Assists in Plat Room operations, including training personnel, answering questions, determining work assignments, and ensuring tasks are completed to meet deadlines.

Performs various duties related to transferring parcels, including deleting and combining parcels and applying correct taxing district.

Processes split, plat, and annexation requests, including identifying and creating new parcels for taxation, applying correct taxing district, and updating plats and maps.

Reads and interprets legal descriptions. Ensures aerial maps are correct.

Researches problems for property owners, including reviewing plat and transfer books, pulling old deeds, verifying accuracy, and re-platting.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, directing caller or visitor to appropriate individual or department.

Auditor/PlatRmDpty

Organizes and schedules meetings with attorneys, title companies, and other departments.

Maintains records of surveys, plats for taxation purposes.

Trains new employees in plat room procedures and operations.

Completes various reports, including collections report.

Attends meetings, as required. Attends training, conferences and continued education as required or requested.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE. One (1) to three (3) years of previous work experience preferred.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Working knowledge of standard practices, policies, and legal requirements governing Department operations, with ability to accomplish tasks and activities with accuracy and completeness and meet formal deadlines.

Working knowledge and experience with standard office procedures and computer software and systems used by the Department, including word processing, spreadsheets, and email, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, transcribe meeting minutes, and prepare detailed reports.

Ability to properly operate standard office equipment, including computer, fax machine, telephone, printer, copier, scanner, microfilm reader, label writer, and calculator.

Ability to effectively supervise and direct assigned staff, including orienting new staff, planning, delegating, and controlling work assignments, evaluating performance results, and keeping supervisor and assigned staff informed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, banks, land surveying companies, property owners, title companies, attorneys, realtors, Economic Development, City of Muncie, Chamber of Muncie, Planning omission, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

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

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to count, compute, and perform arithmetic operations.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to file, post, and mail materials.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, or classify data and discover facts or develop concepts or interpretations.

Ability to analyze, evaluate, observe, diagnose, investigate, coordinate, place, make determinations, develop concepts, and act based on data analysis.

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

Ability to competently serve the public with diplomacy and respect.

Ability to occasionally work evening hours.

II. RESPONSIBILITY:

Incumbent's priorities are primarily determined by a flexible, customary routine, seasonal deadlines, formal schedule, and service needs of the public. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. Incumbent plans and arranges own work and only refer to supervisor for unusual matters. On rare occasions, decisions are made in the absence of specific policies and procedures, or guidance from supervisor. Errors in work are primarily detected or prevented through notification from other departments, companies, agencies, or the public. Undetected errors could result in loss of time to correct error, loss of money to Department, other agencies, or the public, work delays in other departments, and inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Commissioners, County Council, banks, land surveying companies, property owners, title companies, attorneys, realtors, Economic Development, City of Muncie, Chamber of Muncie, newspaper, Planning Commission, and the public, for the purposes of giving and receiving information, supervising and directing staff, and explaining policies and procedures.

Incumbent reports directly to Chief Deputy Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, depth/color perception, close/far vision, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Senior Plat Room Deputy for the Auditor's Office of Delaware County 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 _____

Approved by Human Resources Director: _____ Date _____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor

Auditor/PlatRmDpty