



## Delaware County

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

<b>Job Title:</b> Exemptions Deputy	
<b>Department:</b> Auditor	<b>Position Fund Account No.:</b>
<b>Division:</b> Abatement & Exemptions	<b>Job Category:</b> COMOT
<b>Work Schedule:</b> 8:30 a.m. - 4:00 p.m., M-F	<b>Job Grade:</b>
<b>Reports to:</b> Chief Deputy Auditor	<b>Status:</b> Part-time
<b>FLSA Status:</b> Non-exempt (OT eligible)	<b>Effective Date:</b> <b>Re-evaluation Date:</b> 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 Part-time Exemptions Deputy for the Auditor's Office of Delaware County, responsible for assisting the public with property tax exemptions.

### **DUTIES:**

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

Assists customers with filing property tax exemptions, including answering questions, assisting with completion of forms, reviewing for accuracy, entering information into Department computer system, files exemption forms, and sending out receipts.

Performs various office and clerical duties, including but not limited to entering data, copying and scanning documents, preparing correspondence, transferring deeds, accepting bids, updating mailing addresses and parcel locations and date stamping deeds.

Opens incoming mail, distributing mail to appropriate person or department. Delivers sales disclosures to Assessor's office.

Assists with or performs duties of other Department personnel in their absence or as needed.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE.

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 and files.

Ability to properly operate standard office equipment, including computer, telephone, printer, copier, scanner, and calculator.

Ability to file, post, and mail materials.

Ability to effectively communicate orally and in writing with co-workers, other County departments, property owners, 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 count, compute, and perform arithmetic operations.

Ability to apply knowledge of people and locations.

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

Ability to competently serve the public with diplomacy and respect.

## **II. RESPONSIBILITY:**

Incumbent's priorities are primarily determined by a flexible, customary routine and the 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 refers to supervisor for unusual matters. Decisions are restricted by only the broadest policy or guidance from supervisor. Errors in work are primarily detected or prevented through standard bookkeeping checks, prior instructions or review from supervisor, legally defined procedures, and procedural safeguards. Undetected errors could result in loss of time to correct error.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, property owners, and the public, for the purpose of giving and receiving information.

Incumbent reports directly to Chief Deputy Auditor.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and service counter, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, reaching, close vision, speaking clearly, and hearing sounds/communication.

## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Part-time Exemptions 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