



Delaware County

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

County Form 82107(08-07)

Job Title: Claims Deputy	
Department: Auditor	Position Fund Account No.:
Division: Finance	Job Category: COMOT
Work Schedule: 8:30 a.m. - 4:00 p.m., M-F	Job Grade:
Reports to: Chief Deputy Auditor	Status: Full-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 Claims Deputy for the Auditor's Office of Delaware County, responsible for processing claims for the County.

DUTIES:

Reviews and posts claims, including completing information for posting, totaling claims by vendor, and making adjustments if necessary. Receives printed checks and ensures information is correct and payments mailed on time.

Reconciles claims entered with check registers, including making copies for Treasurer's Office and sending registers to County Commissioners for preview.

Processes credit card statements for each department, including distributing to departments, reviewing receipts and claims for accuracy, and depositing check for payment.

Tracks Property Tax Surplus and processes claims according to Indiana Code.

Processes Wheel Sur Tax to distribute to townships, including balancing funds with bank statement and Treasurer's Office, completing EFTs, and notifying appropriate persons of amounts.

Auditor/ClaimsDpty

Answers phone calls and emails, responds to inquiries, answers questions, and provides information and assistance.

Performs duties of Head Bookkeeper in their absence.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICUTLY OF WORK:

High school diploma or HSE with previous office 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 and reports.

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, 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 plan and layout assigned work projects.

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

Ability to compile, collate, or classify data, analyze, evaluate, make determinations, and act based on data analysis.

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

Ability to competently serve the public with diplomacy and respect.

Ability to occasionally work extended hours and travel out of town for training, sometimes overnight.

II. RESPONSIBILITY:

Incumbent's priorities are primarily determined by a flexible, customary routine, a formal schedule, seasonal deadlines, and service needs of the public. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives. Incumbent establishes procedures and performance standards and interprets policies. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily detected or prevented through procedural safeguards and notification from other departments, companies, agencies, or the public. Undetected errors could result in loss of time to correct the error and inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public, for the purposes of giving and receiving information and rendering service.

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, close vision, color perception, handling/grasping objects, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work extended hours and travel out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Claims 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