

Job Title: Transfer Deputy

Location: DeKalb County Auditor's Office

Employment Type: Full-Time

Starting Hourly Rate: \$21.50

The DeKalb County Auditor's Office is looking for a meticulous and dedicated Transfer Deputy to manage property records, create new properties, and assist the public. This role requires a strong understanding of legal descriptions, mapping software, and property tax systems.

Key Responsibilities:

- Review and interpret deeds and legal descriptions to ensure accuracy and compliance.
- Process various documents, communicating with attorneys, title companies, and the public to resolve any issues.
- Utilize complex mapping software for property management tasks.
- Collect fees, issue receipts, and log transfer fees.
- Manage property records in property tax software, including creating new properties and handling property splits and combinations.
- Research and resolve ownership and legal description issues.
- Assist the public with property inquiries and tax sales.
- Scan and archive documents, balance cash and checks, and reconcile e-file deposits.
- Coordinate with various departments to resolve issues and share information.

Qualifications:

- High school diploma or GED with mapping experience.
- Strong knowledge of legal descriptions, deeds, and related documents.
- Proficiency in mapping software and property tax systems.
- Attention to detail and accuracy in data entry.
- Knowledge of accounting systems and ability to perform arithmetic operations.
- Excellent communication skills, both oral and written.
- Ability to work independently and as part of a team.
- Ability to handle multiple tasks and work under time pressure.
- Familiarity with standard office equipment and software, including Microsoft Word and Excel.

Physical Requirements:

- Ability to sit for long periods, walk, push/pull, crouch/kneel, bend/reach, and lift/carry objects weighing up to 25 pounds.
- Ability to handle/grasp/finger objects, keyboard, speak clearly, hear sounds/communication, and have color and depth perception.

Work Environment:

- Standard office environment with occasional exposure to irate/hostile individuals.

How to Apply

- Please forward your recent resume and cover letter to careers@co.dekalb.in.us by 4:00pm on January 31st, 2025.

Benefits

- Medical, Dental & Vision
- PERF – Retirement Plan
- Employer paid Short Term Disability & Life Insurance
- Public Student Loan Forgiveness
- Voluntary Insurances
- PTO
- 13 Paid Holidays

New hire must agree to adhere to all policies and procedures of DeKalb County Government and State Board of Accounts. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, or veteran status.