

APPRAISAL CLERK 1

The Appraisal Clerk 1, under general supervision of the Chief Appraiser, will perform a variety of functions from data entry, sketching, and other duties related to the valuation of real property as directed. This position uses problem solving skills daily to resolve issues and maintain property records.

Responsibilities

- Perform data entry on appraisal projects. Input specific information into appropriate property records within the appraisal software system.
- Transfer hand-drawn sketches from field documents to computer systems.
- Prepares office correspondence, mailings, and other administrative requests as needed.
- Compute lot values and areas either manually or within the appraisal project software.
- Ensure computer sketch dimensions are consistent with field documents and inform field staff of any discrepancies.
- Answer phone calls from property owners to discuss property records and the assessment process.

Knowledge and Experience (Coursework, training, work experience, or equivalent combination)

- Completion of secondary education
- Work in a team-oriented environment
- Strong analytical ability
- High level of attention to detail
- Strong verbal and written communication skills
- Must be a self-starter and work well independently
- Proficient and accurate computer skills

Skill in

- Using computers; data entry; using reasoning and decision-making approaches; interpersonal skills; understanding, judging, and interacting with property owners, county officials, the public, and team members.

Wages

- This position is a bargaining unit position
- Starting wage based on qualifications
- Excellent health, dental, prescription drug and vision plan; paid vacation, sick, and personal days; outstanding retirement plan, promotional position. Core hours are 8:00AM to 4:30PM, Monday through Friday, and overtime may be required.

Applicants must complete a standard application which is available at <https://loraincountyauditor.gov/Forms/GetFile?fileId=6661> or can be picked up at the Lorain County Auditor's Office. Applicants must also submit a resume and cover letter to make their applications complete. Incomplete applications will not be considered.

Send Application, Cover Letter & Resume to:

Lorain County Auditor
Lorain County Admin. Bldg.
226 Middle Ave., 2nd FL
Elyria, OH 44035

OR

You can email a complete application, resume, and cover letter to auditor@lcauditor.com

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