

Vanderburgh County Auditor's Office

REAL ESTATE CLERK

Seeking an enthusiastic, self-motivated, hardworking problem-solving person with a strong work ethic for the role of Real Estate Clerk in the Transfer Department of the Vanderburgh County Auditor's Office.

This position transfers ownership of real estate property deeds received in the Auditor's Office, reads and adjusts legal descriptions and assessments, prepares Auditor affidavits, and enters all changes of ownership and address into the property tax billing computer system. The Public, Abstractors, and other offices bring real estate property deeds into the Auditor's Office to get an Auditor's stamp and number before they are recorded. The deeds have to be reviewed for errors before receiving the Auditor's stamp and number. This position may contact other County office staff, attorneys, title companies, or taxpayers to correct the error. The position also answers telephones & greets office visitors; determines the nature of the call or request; responds to inquiries; directs the caller or visitor to the appropriate person, department, or office. This position assists taxpayers & Abstractors with questions, copies, or the microfilm machine for reviewing historical data and perform general filing.

Job Type: Full-time, 40 hours per week.

Schedule: Monday to Friday

Experience: Microsoft Office products (1-3 years), Real Estate background (preferred), knowledge of real estate laws (helpful), data entry, good communication skills (1-3 years), good math, directional, & measurement skills, and strong attention to detail (3-5years).

Work Location: Civic Center Complex, Room 208

Benefits: Full Benefits package provided including 15 paid holidays, 4 personal days, vacation and sick time, Pension Plan, 457B Plan, and health insurance.