



NOTICE OF JOB OPENING

Department Name:	County Auditor's Office
Position Title:	Property Transfer Coordinator
Position Summary:	<p>Serving as the lead property transfer contact for the Auditor's Office, responsible for the coordination of all transfers of real estate property ownership and interest in the permanent records of the County and the maintenance of appropriate documentation according to all applicable state statutes and laws, and County codes.</p> <ul style="list-style-type: none">- Measures metes and bounds property line geography for transfer documents, surveys, annexations, and new subdivisions using engineering tools such as engineering scales and architect's scales including understanding and utilizing various Cartesian coordinate systems.- Investigates ineligible homesteads, removing as required, notifying taxpayer in writing, calculating back taxes owed, and collecting payments.- Coordinates, processes, and maintains certified mail data from Monroe Regional Sewer District, Township Trustees, and City of Bloomington entities for delinquent sewer and weed removal, creating the additional property tax billing.- Distributes information and responds to inquiries from the public and other County departments regarding property ownership, parcel information, deductions, property transfers, and taxation.- Receives and processes applications for property tax deductions. Maintaining accurate files.
Qualifications:	<ul style="list-style-type: none">-High School Diploma or GED. Associate degree and two years previous experience preferred.-Working ability to understand and interpret legal descriptions, survey drawings and engineering plats and converting measurement systems.-Working knowledge of State and County Laws regarding real estate, deductions, and associated legal procedures concerning local property and personal taxations with ability to apply procedures.-Ability to perform the statutory duties as prescribed for the County Auditor's Office as authorized by the Auditor.-Ability to effectively communicate orally and in writing with (but not limited to) co-workers, other City/County departments, Taxing Units, State employees, various realtors, attorneys, title companies, abstract firms, and the public. Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.-Ability to comply with all employer and department policies and work rules,

	<p>including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.</p> <p>-Ability to compile, analyze, and evaluate data, make determinations, and present findings in oral or written form.</p> <p>-Ability to understand, memorize, retain and follow oral and written instructions.</p> <p>-Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under pressure from formal schedules, deadlines, and high-volume operations.</p> <p>-Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in the procedures accordingly.</p>
Salary:	<p>PAT A Classification – Full Time 40-hour week</p> <p>Minimum Entry Hire Salary: \$ 51,085</p> <p>Midpoint Hire Salary: \$ 56,764</p> <p>(Please note: salaries are subject to an upcoming cost-of living adjustment)</p>
Deadline for Application:	<p>Applications submitted by Tuesday, October 22, 2024</p>
Submit Resume and References to:	<p>Stephanie Carter, Monroe County Property Director at: scarter@co.monroe.in.us</p>

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
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