

# Drew Cannon

## Perry County Auditor

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Auditor Website: [perrycountyauditor.us](http://perrycountyauditor.us)

Job Description for the Position of: Real Estate Clerk

### Description of the Job:

Under general supervision, enters real estate information using the data processing equipment, updates computer database records; assists the public; performs other duties as required.

### Essential functions to be performed:

- Prepare, verify and accurately enter all property record information in the computer system using data processing equipment (e.g., property record card, property description, name, address, etc.)
- Calculate property changes due to splits, combines or other.
- Verifies and reconciles, when necessary, computer updates received for accuracy and correctness.
- Enters adder and remitter information to database and writes change in tax duplicates.
- Files all pertinent support documents for data input in proper location
- Assist the taxpayer and the public in obtaining information pertaining to all real estate programs, files or changes as well as forms needed (e.g., CAUV, Board of Revision, homestead), all in a cheerful, helpful and polite manner.
- Create necessary correspondence to taxpayers (refunds, corrections, applications, etc.)

### Minimum Qualifications:

- Education equivalent to the completion of the 12<sup>th</sup> grade.
- General knowledge of computers and Microsoft Suite
- Ability to follow oral and written instruction.
- Ability to communicate effectively both orally and in writing.
- Ability to work with minimal supervision.
- Ability to develop and maintain effective working relationships with supervisors, the general public and with co-workers.

PRIOR EXPERIENCE IN REAL ESTATE WORK IS NOT REQUIRED

Please send resumes to:

Perry County Auditor  
P.O. Box 127  
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