

## Rush County Auditor's Office

Full Time Deputy Auditor/Property Records

35 Hours per week COMAT III position

Benefits available after probation period

Successful applicant must possess the following qualities: HS diploma or GED.

Ability to meet employer qualifications and pass a drug screen.

Working knowledge of Answering Telephones and taking messages. Assisting and answering taxpayer's questions. Receiving and processing Deeds. Balance Cash Drawer. Monitors and Distributes a variety of taxes including but not limited to Indiana Department of Motor Vehicle and Indiana Lottery wheel, excise and surcharge taxes to cities, townships and Rush County. Process homestead and mortgage deduction releases. Maintaining Ditch Book. Process abstract and excise tax settlements for SBOA. All other Duties as Assigned by the Auditor

Experience in Reading Deeds preferred.

Ability to learn and use property tax computer software.

Financial Skills

Job Posting is open until March 18, 2022

Resume with a letter of interest may be sent to Tony Personett:

[tpersonett@rushcounty.in.gov](mailto:tpersonett@rushcounty.in.gov)