

POSITION VACANCY

**APPLICATIONS ACCEPTED FROM IN-HOUSE APPLICANTS
BEGINNING MAY 8, 2025 THROUGH MAY 12, 2025.**

**APPLICATIONS ACCEPTED FROM THE PUBLIC BEGINNING MAY 13, 2025
AND ACCEPTED UNTIL JULY 8, 2025.**

(POSITIONS ARE OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

Website: <https://www.co.wayne.in.us/web/jobs/index.php>

JOB TITLE: Real Estate/Personal Property Clerk, #10923 (Part-time)

Date Posted: May 8, 2025
Department: Wayne Township Assessor
Hours: Part-time 29 hrs. - Hourly
Salary: \$19.17/per hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Part-time Real Estate/Personal Property Clerk for the Wayne Township Assessor, responsible for assessing personal property, entering data into the computer, and assisting the public with questions.

DUTIES:

Answers telephone and greets office visitors at counter, provides assistance and information, provides copies, and answers various questions regarding personal property.

Provides real estate assistance and records for the public, insurance agencies, credit agencies, abstractors, appraisal firms, and other government offices.

Conducts research on locations and answers questions, including looking up information on the computer.

Enters new personal property records into the computer, categorizes by jurisdiction, and creates a back-up system using index cards.

Mails tax forms on personal property to individuals and businesses. Receives tax forms from public, checks for accuracy, and enters data in computer.

Maintains organized and accurate files of all personal property records.

Delivers messages to Township Assessor as assigned.

Maintains changes in laws and regulations concerning the office and informs staff of new developments or changes.

Files new property cards, pictures, and reference materials and makes new folders for each.

Attends continuing education training and meetings as required.

Performs duties of office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED, with previous office experience preferred.

Working knowledge of assessment practices and standard office procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to properly use standard office equipment, including computer, typewriter, calculator, fax machine, postage meter, copier, and telephone.

Ability to make simple arithmetic additions/subtractions and perform calculations, such as assessments.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate or classify data.

Ability to analyze, evaluate, and observe data and make determinations based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to occasionally work extended hours, evenings, and travel out of town for seminars, meetings, and training, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs a variety of similar and standard duties and tasks within the prescribed policies and procedures of the department. Some discretion is needed in selecting the appropriate methods to

successfully complete assigned tasks. Incumbent's work priorities and schedules are determined by supervisor and by seasonal deadlines. Decisions are made by well established policies and procedures. Errors in performance are detected and prevented through prior instructions from supervisor and supervisory review. Undetected errors could result in loss of money to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, and the public for the purpose of giving and receiving information.

Incumbent reports directly to Township Assessor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving, sitting, and walking at will, sitting for long periods of time, keyboarding, close vision, speaking clearly, handling/grasping objects, and hearing sounds/communication. Incumbent is required to occasionally work extended hours, evenings, and travel out of town, sometimes overnight.

**Apply at: Wayne County Government
 Human Resources
 401 E. Main Street
 Richmond, IN 47374**

On-Line: <https://www.co.wayne.in.us/web/jobs/index.php>

WAYNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER