



Deputy Auditor – Real Estate Department

The Fairfield County Auditor is looking for a full-time (40-hours per week) **Deputy Auditor, Transfer Specialist** for the Real Estate Department. Duties for this position include conveying ownership of real property, assisting the public with questions related to real estate values and estimating property tax, working with the CAMA system for data entry, and filing and retaining records in accordance with the County retention schedule. The ideal candidate will have great interpersonal and communication skills, an ability to work well in a fast-paced professional work environment, and ability to multitask with various projects and deadlines.

The mission of Fairfield County is to ensure high quality services at an exceptional value to taxpayers. Successful candidates will further the mission of the Fairfield County Commissioners and provide exemplary service to the public. The successful candidate must follow county policies and exhibit a professional demeanor at all times.

Candidates for this position must possess a high school diploma or equivalent and be proficient in MS Office products. Real Estate experience and knowledge of Tyler Technologies' iasWorld Computer Assisted Mass Appraisal (CAMA) system preferred.

Salary is dependent upon qualifications and experience, within a range of \$28,376.92 to \$32,000 per year and includes full county benefits.

Applicants should visit <https://mss.co.fairfield.oh.us/AT/> and complete an online application and attached a letter of interest and resume by Friday, March 1, 2019. All applications must be submitted online.