

**FAIRFIELD COUNTY****JOB TITLE: ADMINISTRATIVE ASSISTANT / DEPUTY  
AUDITOR****GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of clerical/secretarial duties for the Auditor's office including processing real estate tax and personal property taxes, processing vehicle notices, preparing vehicle assessments, preparing Wildlife list for tax notices, etc. Uses judgment and discretion in applying standard office practices and procedures. Reports to the Auditor.

**SPECIFIC DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB FUNCTIONS**

Assists the Auditor in compilation of abstracts and annual settlements.

Assists Auditor in posting merchants inventory accounts, manufacturers accounts, and public utilities accounts as authorized by Department of Revenue.

Calculates manufacturers investment exemptions, prepares and types letters to manufacturers.

Assists Auditor with compilation of information required for bond issues and referendums.

Pro-rates taxes on cars that are sold and returns canceled tags to Highway Department.

Assists Auditor in preparing annual office budget.

Assumes all duties and responsibilities of Auditor in his absence.

Processes all real estate tax and personal property taxes for County taxpayers. Types real estate supplements as authorized by Tax Assessor. Processes and mails real estate tax notices.

Utilizes the computer and related reports to prepare auto assessment monthly renewals, daily auto assessments, and dealer supplements on vehicles.

Checks information in regard to and prepares homestead exemptions applications for qualified applicants.

Prepares Wildlife list for tax notices. Prepares and mails notification of changes to Wildlife Department.

Enters deeds into Auditor's Conveyance Book.

Calculates and types notices and duplicates for rollback taxes.

Answers the phone and responds appropriately. Responds to inquiries if able to do so.

Maintains a filing system for the Office.

Maintains an adequate inventory of office supplies; orders supplies as needed.

Operates a variety of types of office equipment including computer, typewriter, calculator, copier, and general office supplies.

Receives, reviews, processes, files and/or submits a variety of reports and documents including car registrations, titles, bills of sale, homestead exemption applications, tax notices, etc.

Communicates with a variety of individuals including staff, supervisors, Tax Collector, Highway Department, Clerk of Court, Probate Judge, Tax Assessor, Treasurer's Office, and general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma with three to five years of clerical experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including calculator, computer, typewriter, copier, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as adds, abatements, homestead applications, tax notices, and general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County employees, SC Highway Department, and the general

public, etc. with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems such as computer operations, public relations, etc. in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of activities, laws, and regulations relating to specific functions of the Auditor's office. Has knowledge of general office operations, functions, and procedures. Knows of the reports, records, files, and letters which must be prepared, processed, and maintained in order to meet the requirements of the position. Has the ability to compile, organize, prepare, and maintain an assortment of records, reports, and related information. Has the ability to use commonsense understanding to perform repetitive tasks and is able to use independent judgment in routine situations which occur. Is able to communicate effectively with others both in person and over the telephone in a clear and pleasant manner. Has comprehensive knowledge of the terminology used within the Office. Is able to read, understand, and complete forms and documents as appropriate. Knows how to operate a variety of types of office equipment. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to complete mathematical calculations as needed. Has good organizational and human relations skills. Is able to maintain an effective filing system. Has the ability to perform duties under stressful conditions related to heavy workloads, deadlines, and irate taxpayers.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under

"Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**