



Auditor
Charles E. Walder
Chief Fiscal Officer

JOB OPPORTUNITY

Position: Deputy Auditor, Clerk Real Estate Department

Hours: 8:00 AM – 4:30 PM Monday – Friday

Location: 231 Main Street, Chardon

Compensation: Commensurate with experience

Qualifications: High school diploma; two (2) or more years of related experience and /or training; or any combination of training, education or experience that provides the desired knowledge, skills, and abilities to perform the essential functions of the position. All candidates are subject to a background check.

Duties/Responsibilities: This position requires an organized, timely, self-motivated candidate with good communication and people skills, aptitude with Microsoft Office and modern office equipment, and the ability to work well with a team.

The duties and responsibilities of a Deputy Auditor in the Real Estate Department shall include, but are not limited to the following:

- Performs daily property transfers
- Processes tax exemption forms
- Maintains vendor licenses
- Provides property information

This Deputy Auditor position is a fiduciary position under Ohio Revised Code Section 124.11, (B).

For information contact Pam McMahan by emailing pmcmahan@gcauditor.com, calling (440) 279-1610, or by mail at the address below. Please provide materials in PDF format.

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