

Real Estate Clerk

Auglaize County Auditor's office is now accepting applications for a full time, unclassified Agricultural Real Estate Clerk.

Job Summary:

Processes all real estate transfers; maintains mobile home records; issues dog tags; issues all licenses sold to the public (vendor, dog, junkyard, cigarette, etc.) Maintains accurate agricultural real estate records using data processing equipment; maintains all Current Agricultural Use Valuation program files and database, processes all agricultural applications and renewals; assist the public via phone and in person; collects pay-ins for fees owed;

Qualifications:

2 years' experience in data entry, office operations, ability to calculate figures accurately, experience with maps preferred, completion of secondary education; or equivalent combination of training and /or experience.

Salary/Benefits:

Full Time Employment Status

Health, Dental, Vision Insurance

PTO

Starting wage \$23.00 to \$25.00 per hour based on experience.

Please email resume and completed application to auditorsoffice@auglaizecounty.org or mail to Auglaize County Auditor's Office 209 S. Blackhoof Street Suite 102, Wapakoneta, Ohio 45895 Attention Real Estate Department. Applications can be found at <https://www2.auglaizecounty.org/employment-forms-and-applications>. Resumes will be accepted until position is filled.