



Jarra L. Underwood
WAYNE COUNTY AUDITOR

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August 17th, 2022

**Wayne County Auditor
Deputy Clerk II, Real Estate Division**

The Wayne County Auditor is currently accepting employment applications for the full-time position of a Real Estate- Deputy Clerk II. Qualified applicants must have completed a secondary education plus three years' experience working with modern office practices. Applicants are expected to have excellent communication skills (oral and written) strong math and reading skills. This position requires a mature professional attitude including the administration of confidential information, highly developed organizational skills, and the ability to manage multiple programs.

Duties include:

Assist with all facets within the Real Estate division of the office. Deed transfers, detailed tax and other mathematical calculations, tax bill split estimates, manufactured homes transfers, accounting of related funds in addition to managing building permits.

Provide assistance with essential office functions, compose correspondence, create and maintain multiple filing systems, research law changes regarding job functions, daily balancing of office receipts, and assist customers at counter, either from the public or inter-government sector.

Qualified applicants must complete an employment application which may be downloaded from www.waynecountyauditor.org and submit along with your resume to: Wayne County Auditor, 428 West Liberty Street, Wooster, Ohio 44691. Questions can be directed to 330-287-5440.

Deadline for submission is September 2nd, 2022

Wayne County is an Equal Opportunity Employer