

Auditor Employment Opportunities

Clerk

Busy government office seeks to fill a clerical position to perform complex and detailed data entry, assist customers, interpret data and provide clerical and administrative support. Position requires proven reliable attendance, demonstrated customer service skills, solid communication skills (oral and written), problem solving abilities, ability to efficiently navigate through and use complex computer modules, strong math aptitude, organizational skills and attention to detail. Some knowledge of real estate is a plus. Send cover letter and resume with salary requirements to Hamilton County Auditor Dusty Rhodes, 138 E. Court St. Rm 304A Cincinnati, Ohio 45202. Attn: Amy Humphrey or email Ms. Humphrey at HRClerk@auditor.hamilton-co.org **An Equal Opportunity Employer.**

Property Assessor

Busy government office seeks a full time Property Assessor. Successful candidate has real estate experience or is a licensed appraiser or in pursuit thereof. Duties include gathering data for property records and valuation purposes. Excellent communication, analytical and computer skills, a cooperative spirit of willingness to do field work in your own vehicle (with mileage reimbursement) required. Competitive salary and good benefits. Send cover letter and resume **with salary requirements** to Hamilton County Auditor Dusty Rhodes, 138 E. Court St. Rm 304A Cincinnati, Ohio 45202. Attn: Amy Humphrey or email Ms. Humphrey at HRAssessor@auditor.hamilton-co.org **An Equal Opportunity Employer.**

ASSISTANT DIRECTOR OF REAL ESTATE COMMERCIAL VALUATION

Busy government office seeks a full time Commercial Appraiser to lead the Commercial Real Estate Valuation Division. Successful candidate is a Certified General Appraiser in the State of Ohio. Primary duties include writing and reviewing reports for real estate tax appeal cases and testimony before the Board of Revision, Board of Tax Appeals and Court of Common Pleas. This position requires excellent communication and leadership, analytical and computer skills, the ability to develop clear and concise appraisal reports, and a cooperative spirit of willingness to do field work in your own vehicle (with mileage reimbursement). Competitive salary and good benefits. Send cover letter and resume **with salary requirements** to Hamilton County Auditor Dusty Rhodes, 138 E. Court St. Rm 304A Cincinnati, Ohio 45202. Attn: Amy Humphrey or email Ms. Humphrey at HRRECV@auditor.hamilton-co.org **An Equal Opportunity Employer.**