



Data Entry Team Lead (Hybrid eligible)

Compensation: Starting at \$59,196.80

Employment Status: Full-time

FLSA Status: Non-Exempt

Civil Service Status: Bargaining Unit

The Franklin County Auditor's Office is seeking a Data Entry Team Lead to join the Real Estate Appraisal team.

Who are we?

The Franklin County Auditor's Office is dedicated to serving the community by ensuring fairness and accuracy in weight and measures across the county. Our mission is to protect and empower consumers, making sure they receive what they rightfully pay for at gas pumps and retail store scanners. As a trusted steward of county finances, we strive to promote fiscal responsibility and innovative initiatives that benefit all residents of Franklin County.

In addition to these important responsibilities, we assess property values to determine fair property taxes, while also working to provide tax relief for senior and citizens who are disabled. We understand the importance of supporting vulnerable populations and strive to make the process as accessible and accommodating as possible.

We are committed to upholding state regulations by ensuring that our furry friends are licensed. As required by state law, we proudly license dogs, recognizing the significance of responsible pet ownership within our community.

At the Franklin County Auditor's Office, we value the diversity of our residents and businesses and strive to create an environment of fairness, inclusivity, and equity in all our endeavors.

What will you do?

Acts as lead quality control to the Data Entry unit and assists supervisor with managing the work. Keeps track of received data and source documents and records personal production of documents that have been completed. Prepares, organizes, sorts, identifies, interprets and distributes data entry work, communicating deadlines and expectations. Separates files into multiple files to provide the correct data for each operator to input into the Tax Accounting system. Assesses work received from other departments and assigns priorities. Interacts with person completing records to resolve questions, inconsistencies, or missing data. Enters alphabetic, numeric, or symbolic data from documents into computer following format displayed on screen and enters necessary codes. Considers accuracy of data by information and knowledge gathered through instructional manual or repetitious entry work. Prepares weekly status reports and tracks completion of duties among team. Gathers team members' lists of weekly work completed and submits compiled list to supervisor. Instructs and trains new

employees how to operate the CAMA and Tax Accounting systems as well as other functions that are required for data entry.

Prepares property records cards (e.g., prepares documents for entry by compiling and sorting information for IAS and RMS); reviews property cards for deficiencies and resolves problems by using standard procedures; maintains data entry requirements by following data program techniques and procedures by law; keys data and value changes in IAS World; makes any necessary corrections to information entered; eliminates duplication of errors; inputs prior and current years into both systems; receives property record cards requiring prior year value corrections; fills out BOR agenda sheet and submits property records cards along with evidence to the BOR for prior year value changes.

Inputs data for Taxable/Exempt status Abatements, TIF's and Exempts; BOR decisions, Special Requests from property owners, tax mailing addresses provided by the County Treasurer's Office and new Construction values in the CAMA and Tax Accounting system. Recognizes potential errors and resolves them. Maintains the database and input values. Manipulates files for easier input of data.

Tracks and organizes completed documents, maintaining an alphabetic and numeric filing system. Locates and tracks property record cards when specific developments arise.

Performs general clerical duties (e.g., filing, answering phones, etc.).

Who should apply?

We encourage individuals with possession of an associate degree in a related field (preferred); two (2) or more years of related experience and/or training; or any combination of training, education, or experience which provides the desired knowledge, skills and abilities to perform the essential functions of this position.

We believe in the power of diversity and inclusivity, and we want to create an exciting and equitable environment for all. You belong here, and we encourage you to apply today!

Why should you work here?

We believe in providing an exceptional benefits package that recognizes the value of our employees: Some of our benefits include:

- 1. Healthcare:** We offer a competitive medical, dental, and vision plan with low-cost deductibles.
- 2. Public Loan Forgiveness:** As a public employee, your student loans can be forgiven after making the required monthly qualifying payments.
- 3. Education Reimbursement & Training:** We invest in your growth and development by allowing you to expand your skills.
- 4. Free-Parking Program/COTA Buss Pass:** Take advantage of the free parking program available through a lottery process annually; employees of the County get free weekday access to the Central Ohio Transit Authority (COTA) system.
- 5. Wellness Incentive Program:** Our wellness incentive program rewards you with monetary incentives for engaging in healthy activities and maintaining a balanced lifestyle.

6. **Generous Time Off:** You deserve time for yourself and your loved ones. Enjoy 32 hours of personal leave per calendar year, 2 floating holidays, and 12 paid holidays annually. Additionally, accumulate sick and vacation leave for well-deserved breaks.

7. **Hybrid Work Schedule:** We understand the importance of work-life harmony. For most positions, we offer a hybrid work schedule that allows flexibility in where you work, promoting a healthy integration of personal and professional life.

8. **Emphasis on Diversity and Inclusivity:** We celebrate and embrace diversity in all its forms. Our office is committed to creating an inclusive and equitable environment where everyone feels valued and empowered.