
Stark County
Real Estate Department

Homestead Programs Supervisor

General Statement of Duties:

The primary function of this job is to supervise the Homestead/2.5% Department within Property Tax and their processes including State of Ohio DTE programs. Work involves training department staff as well as interpreting and explaining policies, rules and regulations to staff. The employee will be responsible to follow current program guidelines and policies. This position will have public relations responsibility in communicating directly with property owners. Work is performed under the general supervision of the Manager of the Property Tax Department; however, the employee will exercise independent judgment and initiative in the performance of assigned responsibilities within established guidelines. The employee's work setting will normally be the office.

Any one position may not involve all of the specified duties or knowledge, skills and abilities, nor are the listed examples exhaustive.

Job Duties and Responsibilities:

Essential Functions:

- Coordinates the operation of the Homestead department in the processing of the Homestead/2.5% program.
- Prepares special auditing projects: 2.5% Multiple Homeowners Discount, Obituaries, Homestead Continuing forms and 2.5% conveyances.
- Supervises the work assignments of Homestead/2.5% personnel.
- Collaborates with personnel in preparing and auditing of State of Ohio DTE program's excel information for compliance mailing.
- Operates business and data processing related machines.
- Performs related work as assigned.
- Public relations responsibility in communicating directly with property owners.

Required Knowledge, Skills and Abilities:

A working background in knowledge of the operation of alphabetic and numeric key punch and verifying machines and other data entry machines.

Ability to maintain accurate records, files and documentation.

High level communication skills.

Convergent thinking. (bringing together information focused on solving a problem to reach a solution)

Working knowledge of general office practices and procedures.

Ability to establish and maintain effective working relationships with fellow employees and supervisors.

Mathematical ability to accurately calculate and review program tax calculations.

Must work independently to perform all aspects of these programs.

Acceptable Training & Experience:

Education level must be completion of secondary education, (high school diploma or GED equivalent). Work experience must include experience with communication skills, mathematical calculations and specific software skills including excel, word, etc.

Preferred Experience includes: Progressive supervisory experience with 2-3 years as a supervisor; working knowledge of real estate transactions.

Please submit a letter of interest and resume to:

In writing to: Stark County Auditor Alan Harold
Attn: Angela Blakney, Executive Assistant
110 Central Plaza S, Suite 220
Canton, OH 44702

Electronically to: amblakney@co.stark.oh.us

Inquiries to: (330) 451-7357

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