



## Guernsey County Auditor

Phone (740) 432-9243

### CORY JOHNSON

Guernsey County Administration Building  
627 Wheeling Avenue, Suite 301  
Cambridge, Ohio 43725

cjohnson@guernseycounty.org  
auditor.guernseycounty.gov  
Fax (740) 439-6265 Real Estate

**Date:** March 4, 2025  
**Position Title:** Deputy Auditor  
**Department:** Real Estate  
**Pay Range:** Based on experience  
**Status:** Full-time  
**Deadline:** Inside/Outside March 17, 2025

*(Applications and/or resumes received or postmarked after deadline will not be considered.)*

### DUTIES AND RESPONSIBILITIES

Under the direction of the Guernsey County Auditor and general supervision of the Real Estate Manager, processes e-filed property deeds; enters real estate information using data processing equipment; updates computer database records; verifies accuracy and correctness of all data pertaining to property deeds; reads and understands surveys and legal descriptions; issues licenses, collects fees, and transfers deeds; performs other related duties as required.

### QUALIFICATIONS

- Associate degree preferred.
- Working knowledge of deeds/legal descriptions a plus.
- Proficient in using Microsoft Office, especially Excel and Word.
- Excellent customer service attitude and works cooperatively with others as a team player.
- Excellent written, verbal communication skills, organizational skills and attention to detail skills.
- Successfully completes BCI background requirements and drug screening.

### ESSENTIAL FUNCTIONS OF THE POSITION

- Assists with the efficient operations of the Real Estate Department of the Auditor's Office.
- Assists in the transfer of deeds and manufactured home titles.
- Processes all e-filed documents.
- Issues all licenses sold to the public by the Auditor's office.
- Collects and processes various real tax forms.

- Self-motivated with an attention to detail, work independently and work with confidential information.
- Work on special projects relating to any functions within the Real Estate department as assigned.
- Perform other duties and assume responsibilities as assigned by the County Auditor and Real Estate Manager.

## **WORKING CONDITIONS**

- Works within the Auditor's office, Monday through Friday from 8:00 a.m. to 4:00 p.m.

## **BENEFITS**

- PERS Retirement fund participation
- The option of Deferred Comp participation
- The option of Medical/Dental/Vision/Rx insurance coverage
- \$50,000 Life/AD&D insurance provided by the county
- The option of additional voluntary Life insurance, payroll deducted life insurance for spouse/dependents
- Long term disability insurance
- Government holidays as well as three personal days per calendar year, in addition to paid sick/vacation time (vacation time available to use after one year of service)

Interested parties are asked to please submit a resume to via mail or email by the deadline to:

**Cory Johnson, Guernsey County Auditor**

**627 Wheeling Ave. Suite 301  
Cambridge, OH 43725**

**Email : [cjohnson@guernseycounty.org](mailto:cjohnson@guernseycounty.org)**

## **Equal Opportunity Employer**

*Guernsey County does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or veteran status in employment. Must be able to pass a drug test, physical and background investigation.*