

POSITION AVAILABLE
Full-time
DEPUTY– DELAWARE COUNTY AUDITOR’S OFFICE

Ideal candidate for this position will be **an honest, hard-working, detail oriented, self motivator with excellent written and oral communication skills**. Candidate must be well organized, able to work with the public sector on a daily basis and possess ability to multi-task. Position will deal mainly with real estate area including, but not limited to, computer drafting, paper drafting, researching, creating and interpreting legal descriptions and administrating platting laws. Position will also involve data entry, filing, accounting, election management and other general Auditor’s Office duties.

Candidate must possess excellent computer skills and experience with Microsoft Office products including Excel. Real Estate experience and familiarity with Arc GIS and/or ESRI products preferred but not required.

This is a full-time position with an excellent benefit package and a beginning salary ranging from \$26,000 to \$30,000 depending on experience.