

Benton County Job Description

Job Title:	Auditor-Real Estate	Job Code:	
Department:	Auditors Office	Reports To:	Auditor
FLSA Status:	Non-exempt	Supervises:	None
Prepared By:		Prepared Date:	
Updated By:	Hayley Rippel	Updated Date:	8/24/2026

The Real Estate position is responsible for assisting the Auditor with his/her duties including but not limited to, performing complex technical and specialized work in providing and maintaining accurate real estate records, voter registration, website maintenance, maintaining county receivables, fixed asset reporting, some payroll duties and election assistance. This position also assists with miscellaneous office duties and keeps real estate information easily accessible to the public including some GIS (ArcMap) software and mapping.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Ascertains the legal and technical content of property descriptions, including receiving deeds and contracts, interpreting the deeds, contracts, surveys, condemnations; coordinates and participates in making title changes requiring the ability to write and interpret difficult legal descriptions.
2. Validates ownership by maintaining the plat books and tax record files with all real estate transfers and electronic files; allow for and facilitate correction of errors before completing transfers.
3. Draw surveys in plat books and verify correctness, along with properly documenting new subdivisions as they occur.
4. Addresses real estate questions or concerns for the public including but not limited to, attorneys, land surveyors, engineers, bankers, government officials, property owners and others.
5. Coordinate requests for division of land within the county, assign and maintain parcel letter designations. Communicate split requirements to requester as required and also working alongside the Land Use Administrative office and respected ordinances.
6. Prepares and updates various types of reports relating to real estate including the county wide valuation report, gas and electric and various abstract reports.
7. Maintains various governmental credits and tax exemptions on real estate.
8. Maintain addresses for all real estate records along with updating new addresses in the statewide voter registration database.
9. Assists with election process including, but not limited to, sending out voter registration cards, entering and updating voter registration information, maintaining all changes and additions, and assisting with absentee balloting.
10. Performs clerical and administrative duties including, but not limited to, answering the telephone, assisting office visitors, and receiving and distributing incoming mail.
11. Takes the minutes for the Board of Supervisors meetings as needed.
12. Must have a basic understanding of the Iowa Code, Internal Revenue statutes, and Federal Regulations that relate to Auditor responsibilities.
13. Performs other duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent

Two year degree preferred

Knowledge of real estate processes is beneficial

Accounting experience

Legal Description/GIS Experience preferred

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Ability to effectively communicate verbally and in writing with internal and external customers.

TECHNICAL SKILLS

Ability to proficiently operate office equipment, including computer, calculator, printer, fax machine, copy machine, paper shredder, and multi-line telephone.

OTHER SKILLS AND ABILITIES

- Ability to create and maintain positive interpersonal relationships internally and with external contacts.
- Ability to provide informative and professional assistance when working with the public/customers and co-workers.
- Ability to create accurate, professional, and error free documents.
- Ability to understand and follow instructions.
- Demonstration of good oral and written communication skills.
- Demonstration of strong organizational skills.
- Knowledge of legal terminology and understanding of legal documents.
- Demonstration of hands-on technical computer skills.
- Ability to work in a professional and courteous manner.
- Maintain confidentiality of records

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to talk or hear. This employee is regularly required to sit. The employee is regularly required to walk; use hands to grasp, push or pull and reach with hands and arms and sustain repetitive movements. The employee must frequently lift and/or move up to 10 pounds; occasionally exert up to 20 pounds of force to move objects. The employee must also be able to climb ladders while lifting and moving objects that may weigh up to 20 pounds. The employee must occasionally exert up to 30 pounds to lift and/or move objects such as election equipment.

The visual requirement of this job is similar to those classified as machine operators, inspection, close assembly, clerical and administrative. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). This position is required to work nights and weekends during and prior to election periods. Occasionally, this worker travels to attend seminars or training.