



# Robyn M. Sheets

Crawford County Auditor

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The Crawford County Auditor's Office is accepting resumes for a full-time Real Estate Clerk/Deputy Auditor.

Job duties will be, but not limited to the following:

- Transferring real estate transactions
- Assist in the day-to-day operations of Real Estate and Manufactured Home Department
- Assist in the day-to-day operations of the Licensing Department
- Miscellaneous Counter Transactions
- Assist customers on the phone
- Process Homestead Applications
- Assist in the Sales Analysis process
- Assist in CAUV & Agricultural Districts Applications
- Other miscellaneous jobs as assigned by the County Auditor

#### Education & Experience

- Completion of secondary education and/or 2- or 4-year degree in real estate related field
- Work experience in an office environment with attention to detail and dealing with the public
- Experience with Microsoft Office applications (specifically Word and Excel)
- Or an equivalent combination of education, training, and/or work experience

Please submit a cover letter and resume to the Crawford County Auditor's Office by mail or email at [auditor@crawford-co.org](mailto:auditor@crawford-co.org)

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