



# Clint A. Barr

## Harrison County Auditor

100 West Market St. | Cadiz, Ohio 43907  
Phone: 740-942-8861 | Fax: 740-942-8860

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The Harrison County Auditor's Office is seeking qualified candidates for the full-time position of Deputy Auditor, Real Estate, reporting to the Harrison County Auditor and Chief Deputy Auditor, Real Estate. This role performs specialized administrative, technical and customer service duties in a fast-paced, detail-oriented office setting. Professionalism and strong public service skills are required.

Responsibilities include, but are not limited to:

- Assist the public and other county offices with inquiries.
- Review and approve real estate property transfers.
- Maintain property tax records.
- Calculate and collect statutory fees.
- Administer property tax credit programs.
- Issue required statutory licenses.
- Manage public records.
- Perform additional duties as assigned.

Qualifications include:

- Proficiency with computers, including Microsoft Word, Excel and Outlook, and standard office equipment.
- Strong verbal and written communication skills.
- High School Diploma or equivalent required, relevant coursework preferred.

Experience preferred, but not required:

- 1–3 years of customer service and office administration.
- Prior experience in a title, real estate, or legal setting.
- Familiarity with deeds and property transfers.

Pay and Benefits:

- Salary is negotiable based upon experience and qualifications.
- Ohio Public Employees Retirement System (OPERS) enrollment.
- Medical, dental, and vision insurance plans available.
- Vacation, sick leave and paid county holidays.

Interested candidates may submit a resume before July 1, 2026, to:

- Harrison County Auditor, Dept #106, 100 W Market Street, Cadiz, Ohio 43907,
- or by email to: [auditor@harrisoncountyohio.gov](mailto:auditor@harrisoncountyohio.gov) .

No phone calls or in-person inquiries will be accepted.