



OFFICE OF THE OHIO COUNTY ASSESSOR TIFFANY HOFFMAN

1500 Chapline Street Suite 204
Wheeling, WV 26003

www.ohio.wvassessor.com

Phone 304 234 3626
Fax 304 232 0293

FULL TIME MINERAL CLERK

The Ohio County Assessor's office is seeking a full time Mineral Clerk.

Location: 1500 Chapline Street Suite 204 Wheeling, WV 26003

Hours: 37.5 (8:30am-5:00pm M-F)

Summary:

Performs clerical duties of transferring mineral properties and data entry of mineral rights into Tax assessment software.

Qualifications:

- Experience running title in West Virginia (required).
- Exceptional analytical and problem-solving skills.
- Exceptional ability to read and interpret deeds (required).
- Excellent written and verbal communication skills.
- Familiarity with various title and oil and gas related documents.
- Familiarity with various mineral interests and their effect on title.
- Familiarity with land description and terminology.
- Familiar with using courthouse computer systems (County Clerk's Office).

Responsibilities:

- Create accurate ownership accounts in Tax Assessment Software.
- Transfer Ownership in Tax Assessment Software.
- Work with State of WV Mineral Department of Oil/Gas Companies reports.
- Run Reports regarding mineral accounts.
- Chain mineral, surface, and working interest title back to inception.
- Meet aggressive deadlines and deliver a high-quality work product.
- Communicate with taxpayers on the process of assessment of mineral taxes.
- Communicate issues involving title, interpretation and contractual disputes to Chief Deputy and/or Assessor and potentially assist in resolutions.
- Basic familiarity with standard Microsoft Office Software including Outlook, Excel, and Word.
- Communicate professionally with taxpayers, attorneys, and companies regarding tax bills, leases, and values.

**SEND COVER LETTER AND RESUME TO:
TIFFANY HOFFMAN, ASSESSOR
1500 CHAPLINE STREET STE 204
WHEELING, WV 26003**

**NO PHONE CALLS PLEASE
POSTED MARCH 25TH TO APRIL 15TH 2024
EQUAL OPPORTUNITY EMPLOYER**