



Position Description

<b>Job Title</b>	Clerical Assistant
<b>Department</b>	Assessor
<b>Exempt/Nonexempt Status</b>	Nonexempt

**Scope of Work**

This position provides clerical and administrative support to the Assessor's Office

**Supervision**

<b>Received</b>	Assessor
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<b>Exercised</b>	None
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**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Provides clerical, record keeping and mail processing functions; answers telephones and routes calls; greets and directs visitors.
2. Answer public inquiries about lot lines, property placement and acreage, legal description and routine assessment inquiries.
3. Verify property descriptions on real estate transfer returns by checking records of the County Register of Deeds.
4. Maintains new ownership changes from deeds and real estate transfer returns and corrects mailing addresses for all properties.
5. Enter all residential maintenance changes into Vision assessment software.

6. List and review new and existing residential improvements and sales verifications.
7. Sketch new residential construction floor plans into Vision assessment software.
8. Verify accuracy of computer data against source documents and entries in preparation of the real estate and personal property notices and assessment roll.
9. Assists with maintaining the current status of all exempt properties, requesting forms and verifying exemptions, and filing reports to the State Department of Revenue.
10. Prepare the list of Top Ten Taxpayers for real estate and personal property.
11. Process personal property returns, pull files, and enter personal property information into Vision assessment software.
12. Performs office management tasks; orders and maintains office supplies inventory; maintains or arranges service for office equipment; maintains an orderly and clean public reception area.
13. Assist in the preparation of annual assessment and statistical reports submitted to the Department of Revenue.
14. Processes invoices for payment.
15. Assists with special projects as needed.

### **Other Job Functions**

- Performs related duties as assigned.

### **Requirements of Work**

Graduation from high school plus 1 - 3 years of office experience providing clerical and administrative support; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Department policies and procedures.</li> <li>• Business English, including grammar, punctuation, format and tone.</li> <li>• Basics of legal descriptions and property listing.</li> <li>• General office procedures and the use of standard office equipment and relevant software programs.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Multitask and prioritize workload.</li> <li>• Work independently with minimal supervision.</li> <li>• Understand and follow oral and written instructions.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Customer service.</li> <li>• Dealing courteously and professionally with others.</li> <li>• Organization and attention to detail.</li> <li>• Work independently with minimal supervision.</li> <li>• Typing at a minimum speed of forty (40) WPM.</li> </ul>

### **Necessary Special Requirements**

Assessment Technician certification preferred.

## **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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.