



JOB DESCRIPTION

JOB TITLE: Assessor's Clerk I

JOB CODE: 1250

DEPARTMENT: Assessor

FLSA STATUS: Non-Exempt

REPORTS TO: Administrative Assistant

SUMMARY OF JOB PURPOSE

Performs responsible administrative, clerical, and record keeping work of moderate difficulty in support of the operations of the Assessor's Office; processes and performs data entry of documents, records fees, and provides information to the public.

ESSENTIAL FUNCTIONS

1. Assists the general public and/or District/County employees in person or by phone answering inquiries related to department services, programs, and records; explains the proper use and completion of forms and documents; explains rules, policies, and procedures; assists the public in obtaining information from County records.
2. Processes a variety of documents, maintains records, and conducts data entry of certain records; performs data entry for real property Appraisers to the AS400 and Marshall & Swift databases; maintains current property records in the computer files from recorded records.
3. Receives, processes and explains various tax exemption and rebate programs to the public; answers inquiries from the public or other departments regarding parcels of land and County policies and procedures related to assessments.
4. Provides clerical assistance to personal property Appraisers; copies and records fees for property maps as requested; prepares a variety of general correspondence, legal documents, reports, and instructions; maintains and monitors files, follows-up on due dates, and performs other monitoring functions to ensure timely completion of work; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents, and other related tasks.
5. Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, data processing terminals, printers, copiers, binders, collators, scanners, and microfilm equipment as needed.

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, and at least two (2) years of general clerical work experience.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, technical procedures, and/or governmental regulations; write reports and business correspondence; effectively present information and respond to questions from groups of managers, clients, co-workers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of general office procedures and telephone etiquette; ability to maintain clerical records and prepare reports from those records; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in prioritizing multiple tasks; establishing and maintaining effective working relations with co-workers, property owners, public, and representatives from other local, state and Federal agencies; beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

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 stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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