



County of Calhoun
Assessor Clerk

Job Description

Job Title: Assessor Clerk

Department: 800 - Assessor

Reports To: County Assessor

FLSA Status: Non-Exempt

Prepared Date: 7/10/2017

Approved By: Assessor

Approved Date: 7/10/2017

Summary

Provides administrative support for the Office of the County Assessor; does related work as required.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Daily administrative office duties-Handle public inquires (phone, email and walk-in) of the general public and real estate professionals such as realtors, title abstractors, appraisers, surveyors and attorney. Also performs registration of mobile homes, balances petty cash, maintains mailing addresses of record, reception and distribution of mail, preparing and mailing of special assessment applications, filing of various applications and record cards, printing of basic maps, deeds and surveys.
- Works with additional offices in coordinating necessary information (Building and Planning, Auditor and Delinquent Tax).
- Aides in editing, creating and maintaining office files.
- Assists staff appraisers with letters, mailings and tracking of appeal status.
- Print MAPSSYS records for field sheets for reassessment.
- Key punch MAPSSYS records for reassessments and new construction
- Maintain MH files and Moving permit files with the associated word docs for printing
- Transfer existing MH scans and continue scanning of mobile home applications on file and hyperlink them with the MH index already created
- Processes mobile home registrations and issue mobile home moving permits to required standards;

- Receives citizen's inquiries, complaints and service requests and directs or resolves them appropriately within the framework of established policies, procedures, laws and ordinances;
- Prepares, maintains and processes various reports, forms and letters; prepares status reports on work to be completed 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 Graduate or GED required; some experience working with real estate and/or in an office environment preferred but not required.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and to compute rates, ratios, and percentages.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

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 frequently required to talk or hear. The employee is occasionally required to stand, walk, sit, kneel, and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.

Calhoun County is an equal opportunity employer.