

ASSESSMENT CLERK

GENERAL STATEMENT OF DUTIES: Performs specialized clerical work in the preparation and maintenance of assessment rolls and records in the assessor's office of a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assessor, incumbents of this position perform specialized clerical work in the preparation and maintenance of assessment rolls and records. Records may be maintained manually or through the use of automated systems equipment. This position involves the performance of responsible and complex work requiring the exercise of independent judgment and considerable contact with the public. Supervision may be exercised over the work of clerical assistants.

EXAMPLES OF WORK: (Illustrative Only)

Enters new assessments and changes in assessments in field books, on cards, on the assessment roll, or on various other records;

Checks changes on assessment maps;

Assists with the apportionment of property;

Assists in the field check of measurements and improvements of property;

Assists in computing land and improvement valuations;

Prepares and summarizes assessment data;

Checks accuracy of total and special district assessments;

Makes final tabulations of exempt property; veteran's exemptions, etc.;

Answers requests for information concerning assessments and land locations;

Assists with the compilation of information for reports for the County and State;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the field of real estate and assessment; good knowledge of modern office practices, terminology, procedures, and equipment; mathematical ability; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to make simple sketches, maps, and plans; ability to understand and carry out complex oral and written directions; ability to plan and organize clerical work; ability to deal effectively with the public; ability to get along with others; resourcefulness; initiative; accuracy; neatness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) three years of work experience, one year of which involved the maintenance of assessment records, the appraisal or sale of real estate, or title searching or a combination of experience in any of those areas; or (b) completion of two years post high school education and one year of specialized experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.