

ASSESSING CLERK I

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work in an Assessor's office involving the preparation and maintenance of assessment rolls and records using a computer-assisted real property information system. The incumbent is independently responsible for ensuring that any changes in the characteristics of a parcel are properly recorded, entered into the computer system and updated on the tax maps. Other related clerical tasks may also be required. The work is performed under the general supervision of the Assessor or Assessing Clerk II. Work guidance (e.g., lead work) is exercised over lower-level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains files and computerized database for all residential and commercial properties in the municipality detailing characteristics such as location, acreage, owner's name and address, fire district, type of deed, etc.;

Computes new assessments as appropriate;

Sends tax map changes to the drafter and proofreads them upon return;

Records and maintains files on sold and subdivided properties, easements and rights of way;

Monitors the processing of various tax exemptions (e.g., veteran's, senior citizen's, disabled homeowners, business improvement, etc.);

Checks for clerical accuracy, completeness and proper extension of tax rolls;

Records sales and transfers of property;

Responds to inquiries and provides information to the public via phone, mail and in person;

Participates in assessment grievance hearings by scheduling appointments, providing information to the review board and correcting assessments or errors and making adjustments as needed;

Assists the public in the timely completion of grievance forms;

Maintains various records including timesheets and prepares periodic reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of terminology and procedures used in computer processing of municipal assessing records; good knowledge of business arithmetic and English; ability to understand and coordinate the recording of a variety of changes which affect the assessment of commercial and residential properties; ability to establish and maintain effective working relationships with customers and the general public; ability to understand and carry out moderately difficult oral and written instructions; ability to prepare correspondence and reports from general instruction.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical work or business experience, at least one (1) year of which involved non-routine* duties and one (1) year of which must have been in assessing or real property appraisal work. (The non-routine duties and experience in assessing or real property appraisal may be gained concurrently.); or
2. An Associate's degree or higher and one (1) year of office clerical work or business experience in assessing or real property appraisal work which involved non-routine* duties.

(over)

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.

*Non-routine duties are tasks or activities that do not follow a predictable or repetitive pattern and often require unique problem-solving skills, creativity and adaptability. It is unlike routine work, which involves activities that are well-defined, structured and can be performed using established procedures or guidelines.