

ASSESSMENT CLERK

GENERAL STATEMENT OF DUTIES: Performs responsible clerical duties in the Drain Commission Office; works under supervision; performs related duties as required.

STATEMENT OF TASKS:

Spreads the cost of drains over the drainage district involving the use of maps, scale of maps and tax roll property descriptions;
Breakdown old legal descriptions;
Determines percentage of costs to be levied;
Sends out notification of reassessment and meeting of Review Board to district tax payers, governmental officials, State Highway Department and County Road Commission;
Prepares list of who was notified and method of notification used;
Prepares notice of publication and publishes it in local paper;
Prepares data maintenance showing descriptions and individual assessments for inclusion in the tax roll book;
Utilizes computers and related software for data input and retrieval, word processing and preparing spreadsheets;
Types correspondence, reports and budgets;
Prepares pre-payment statements and collects monies;
Prepares and sends out quarterly statements to local government units as to amount being levied.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of assessment and storm drain tax rolls;
Knowledge of office terminology, procedures and equipment, and business mathematics;
Ability to operate personal computers and related software;
Ability to type accurately 40 net w.p.m.;
Ability to perform mathematical computations rapidly and accurately;
Ability to serve the public with courtesy and tact;
Ability to maintain good working relationships;
Ability to attend work regularly and work under stressful conditions.

Assessment Clerk

MINIMUM QUALIFICATIONS:

Three (3) years of clerical experience in a drain assessment office, tax assessment office or any office which involves the calculation of taxes and the ability to type 40 net w.p.m.

Established: May 1, 1975
Revised: November 1, 1988
Revised: February 6, 2001


Human Resources Director