

EQUALIZATION SECRETARY

GENERAL STATEMENT OF DUTIES: Performs difficult and highly responsible clerical work in the Equalization Department; position requires thorough knowledge of the principles of tax assessment that are applicable to performing clerical functions in the Equalization Department; performs related duties as required.

STATEMENT OF TASKS:

Computes land and structure values for appraisal staff;
Prepares forms used in Equalization Studies and for departmental studies;
Prepares formal reports submitted to County Board of Commissioners and State Tax Commission;
Prepares statistical reports and Equalization Booklet;
Provides specialized information to the public in absence of administrative or technical staff;
Prepares correspondence from verbal instructions or on own initiative;
Screens visitors, telephone calls and incoming mail, personally answering those inquiries which do not require the attention of the administrative or technical staff;
Compiles appraisal cost manuals;
Utilizes computer terminals and related software for word processing, data input and data retrieval.

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 the scope and purpose of the departmental program;
Good knowledge of business mathematics and English;
Good knowledge of office terminology and equipment;
Ability to operate a computer and understand relevant software;
Ability to perform rapid mathematical operations accurately;
Ability to pay attention to detail, thus avoiding clerical errors;
Ability to understand and carry out complex, oral and written directions;
Ability to communicate orally;
Ability to maintain good interpersonal relationships;
Ability to keyboard statistical data rapidly and accurately (45 net wpm).
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Three (3) years experience as an Equalization Clerk and ability to keyboard 45 net wpm;

-OR-

Four (4) years of experience in a responsible clerical position in an appraisal or tax assessment office and ability to keyboard 45 net wpm.

Established: May 1, 1975
Revised: November 1, 1988
September 8, 1999


Personnel Director