

SECRETARY TO THE ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work involving the use of independent judgment and extensive contact with the public. The incumbent performs specialized clerical work in the preparation and maintenance of assessment records for a municipality. The work is performed under the general supervision of the Assessor or Board of Assessors. Supervision may be exercised over the work of subordinate clerical staff.

TYPICAL WORK ACTIVITIES:

1. Keeps records up-to-date for property and deed card files;
2. Makes transfers of ownership in assessment roll book, including partial sales of property;
3. Assists in preparation of field book, which is record of all properties, names of owners, locations of school districts and boundaries;
4. Assists Assessor in preparation of assessment roles;
5. Ascertains the validity of applications for exemptions of assessment;
6. Reviews property cards for pre-grievance roll book;
7. Visits homes of people unable to come to office;
8. Answers inquires regarding assessments and tax rates;
9. Signs building permits in the Assessor's absence;
10. Completes annual reports of assessment for the State;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of maintenance of property assessment records; ability to make accurate mathematical calculations; ability to get along with others; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Completion of two (2) years of a business course at an accredited institution;
- OR: (B) Two (2) years work experience in a real estate office or an assessor's office;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

CL5402

ADOPTED: 08/12/69

REVISED: 09/15/95