

## ASSESSOR CLERK

### DISTINGUISHING FEATURES OF THE CLASS:

This is specialized clerical work involving the preparation and maintenance of assessment records under general supervision of the Assessor. This position differs from Assessor Aide in that incumbents are not required to operate a computer terminal. The work involves the use of independent judgment and extensive contact with the public. Supervision may be exercised over the work of clerical assistants.

### TYPICAL WORK ACTIVITIES:

1. Assists Assessor in preparation and maintenance of assessment roll;
2. Records changes and updates information files as necessary;
3. Ascertains the validity of applications for exemptions;
4. Reviews forms for completeness and accuracy;
5. Answers inquires regarding assessments, tax rates and exemptions;
6. Completes annual reports of assessments for the State;
7. Assists public by providing information and explaining how to complete appropriate forms;
8. Performs a variety of clerical tasks, including filing, operating office machines and unskilled typing;
9. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of maintenance of real property assessment records; good knowledge of office terminology, procedures and equipment; ability to work independently; ability to get along well with others; ability to understand and follow oral and written instructions; tact; courtesy; 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 years of business or secretarial school or college;
- OR:            (B)     Two years of full-time clerical work experience;
- OR:            (C)     One year of full-time work experience in an Office involved in the sale, transfer or evaluation of real property, such as real estate office, Assessor's Office or real property tax service agency;
- OR:            (D)     An equivalent combination of training and experience as indicated in (A), (B) or (C) above.

RP0302

ADOPTED:    05/23/84