
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	021
SUPERVISOR:	Office Manager	SALARY RANGE:	20
UNION (Y/N):	Yes	LOCAL:	Courthouse 1442

GENERAL STATEMENT OF DUTIES: Perform clerical duties to prepare, complete, maintain, organize and understand assessment records and process applications related to tax deferrals and exemptions requiring knowledge of laws relating to assessment and taxation of real and personal property. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Answer telephones and assist customers at counter regarding *ownership*, assessment and taxation. Perform research to resolve problems regarding ownership and property boundaries. Respond to questions, provide general information and forms and discuss procedures related to real and personal property assessment.

Create vouchers and enter value changes for real and personal property. Perform data entry to record appropriate information on changes in property ownership, improvements and values. Balance prior values with current changes. Distribute information as appropriate.

Process applications and maintain records for specialized programs such as senior citizen's deferral, veteran's exemption, farm/forest special assessments and manufactured homes.

Maintain files and verify changes in records on ownership, legal descriptions and acreage changes made in the County for real and personal property accounts. Organize building permits, Pull files and maps for appraisers as requested.

Compile reports of data within Columbia County. Maintain sales data books and sales listings for use/sale to outside vendors.

Provide specialized and general clerical support for office, including photocopying, typing, filing, map printing, preparing and processing mailing. Provide assistance to other clerical support staff within the Assessment or Tax Departments as needed.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position. However, position may be involved in the training and orientation of lower classification and/or newly assigned department personnel.

SUPERVISION RECEIVED: Work under the close supervision of the Office Manager or Deputy Tax Collector who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:: Equivalent to high school graduation and two years general office experience with a preference for at least six months of work experience in a County Assessor's Office, Tax Office, Title Company, real estate office, or in accounting or a related area. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the laws and regulations relating to the assessment of real and personal property. Knowledge of office practices, and procedures. Knowledgeable in the use of computers and business software such as word processing, databases and spreadsheets.

Ability to accurately prepare, complete, maintain, organize and understand forms, and maintain clerical records and reports in a timely manner. Ability to solve problems without direct supervision and prioritize and accomplish a multitude of tasks in a busy office. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.