

CEDAR COUNTY JOB DESCRIPTION

Title: Clerk I (Part time)
Department: Cedar County Assessor **FLSA:** Non-Exempt
Date: January 2019 **Reports To:** Assessor/Deputy Assessor

Purpose of the position

Responsible for providing high level of administrative and clerical support on behalf of the Assessor's Office. Answers telephone and/or wait on public as needed. Assist with general office functions as needed.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as all inclusive. Other duties may be required and assigned.

Work under little or no supervision and under the direction of the Assessor and/or Chief Deputy/Deputy Assessor.

Answers telephone and/or wait on public and assists taxpayers/agents or other interested parties. Must be able to interpret and explain legal descriptions, land measurements, basic assessment principles, explain exemption laws, provide real estate information, explain varying components of the property tax cycle.

Updates property tax credit or exemption applications affected by ownership name change(s) and or land change(s) per deed. Aid in the completion of forms when necessary and or the proper steps to qualify. Proper organization of all tax credit and exemption forms in a format easily accessible for assessor's office employees.

Maintains proper confidentiality for the Disabled Veteran Tax Credit regarding the necessary documentation to determine eligibility.

Primary person to scan required documentation into document locator.

Assist staff with general office functions as needed.

Supervisory Responsibilities

This position has no supervisory responsibilities.

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, skills, and/or ability required. Reasonable accommodations may be made to accommodate individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED

Some experience in the performance of clerical and customer service duties; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Software

Experience and/or familiarity with the following software (minimum):

Microsoft Word

Microsoft Excel

Access

Experience and/or familiarity with the following software (preferred):

CAMA Vision

AS400 County Administrative Software

GIS Software

Knowledge, Abilities, Skills, Personal Characteristics and Other Qualifications

Knowledge of general office procedures and equipment

Good computer skills

Ability to read and explain legal descriptions and tax regulations

Good public relations skills

Outstanding customer service skills

Base knowledge of assessment laws and appraisal techniques

Knowledge of basic mathematics

Ability to multi task

Ability to prioritize different tasks

Ability to work as a team or singularly as needed

Ability to maintain one's composure, especially when working under pressure

Willingness of work overtime when required

Represent Cedar County in an honest, trustworthy, polite and professional capacity.

Certificates, Licenses, Registrations

Driver's license. Occasional travel to meetings and/or training may be needed.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee may be required to sit or stand for extended periods of time, to use hands to finger, handle or feel objects and to operate work and data processing equipment, to be able to reach with hands and arms including reaching and lifting objects up to ten pounds above the head while standing or sitting, and to climb and balance on a step stool or small ladder to reach books and/or documents on shelving above the head. Specific vision abilities include close vision and distance visions and the ability to adjust focus so as to be able to review documents and test on the written page or electronic media. The employee must have the ability to hear clearly and understand normal conversation and the ability to speak clearly and distinctly.

Environmental Adaptability

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

Acknowledgment

I have carefully read and understand the contents of this job description, I understand the responsibilities, requirements and duties expected of me. I understand this is not an exhaustive list of responsibilities, skills duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment or alter my status as an at-will employee. I have the right to terminate my employment and any time and the employer has a similar right.

Employee's Signature _____
Date _____

Department Head _____
Date _____

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified Individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.