ASSessment Clerk

DistinguiShing Features of the Class: The incumbent reads deeds for metes and bounds description and checks each against the assessment roll and tax maps for accuracy. Responsibilities also include performing title and deed searches, and reviewing and updating records, assessment rolls, tax map information and record card system (inventory). Work is performed under the direct supervision of the Commissioner of Assessment and Taxation. Supervision of others is not typical of this class.

TYPical Work Activities: (Illustrative Only)

- Receives, sorts, indexes deeds and property transfer reports;
- Answers telephone, takes messages and gives out assessment information in response to inquiries;
- Accepts and receives applications for veterans’ and senior citizens’ exemptions;
- Accepts and receives applications for non-profit and religious exemptions;
- Assists in completing exemption forms;
- Accepts complaints of real property assessments;
- Pulls material from files and makes simple file searches;
- Operates all office equipment including microfilm machine (reader/printer);
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of assessment terminology, procedures, assessment and exemption laws (veterans, senior citizens, religious, non-profit);
- Working knowledge of business arithmetic and English;
- Working knowledge of personal computers and office equipment;
- Ability to work with the public;
- Ability to operate office machines;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

Revised: 7/20/88
3/31/04