



SENIOR ASSESSMENT CLERK

Classification #075
FLSA: Non-Exempt
EEOC: 06

GENERAL STATEMENT OF DUTIES

Performs lead clerical duties requiring considerable knowledge of laws relating to assessment and taxation of real and personal property; applies such regulations to a variety of individual problems; responsible for processing and maintaining a variety of records and documents; does related work as required. Positions in this classification may be assigned to special assessments and special project focus areas in farm, rural, residential and/or commercial.

SUPERVISION RECEIVED

Works under the supervision of an administrative superior who assigns work and reviews performance for conformance to department and legal requirements.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of this class. However, may exercise lead responsibility over Assessment Clerks and Office Specialists engaged in a variety of clerical duties related to property tax records.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following)

1. Works closely with appraiser supervisors as a lead Assessment Clerk in computations of value on taxable property; assists with the controls of unzoned farm and forestland; processes exemptions, affidavits and special assessments to the assessment roll.
2. Assists the personal property, special assessments and mobile home supervisors as a lead assessment clerk in keeping changes current; interprets laws related to assessing and collecting taxes.
3. Trains Office Specialists and Assessment Clerks in the interpretation of rules and procedures related to assessments and taxation.
4. Gives information to the public and other departments requiring considerable knowledge and interpretation of departmental regulations and procedures; explains laws and regulations to the public relating to assessment, taxation, appeal processes and appraisals.
5. Types records and documents as required; composes and types pertinent correspondence.
6. Maintains files and indexes, collects filing fees, real and personal property taxes and penalties.
7. Acts as lead person working with assessment maps to show changes in ownership; works with Cartographic Technicians to change maps to show segregations and combinations; performs document research for cartographers to provide background information for drafting changes.
8. Inputs assessment information into a computer terminal to update changes in assessment roll and other records.
9. Responsible for the processing of purchase orders and fund claims for supplies and office equipment within the Assessor's Office; maintains records of funds expended.

10. Responsible for the processing of personnel actions and payroll records for the Assessor's Office.
11. Assists in computing mileage rates and compiles consolidated levies; compiles assessed valuation and apportions tax levies to other counties with taxing units joint with the County.

KNOWLEDGE, SKILLS AND ABILITY

Considerable knowledge of the laws and regulations relating to the assessment of real and personal property; considerable knowledge of standard office practices and procedures; skill in typing accurately at an acceptable rate of speed; ability to operate a calculator and make arithmetic calculations of a moderately complex nature; ability to train other clerks and coordinate the activities of clerks for a particular section; ability to communicate effectively in both oral and written form; ability to establish and maintain effective working relationships with other staff and the public.

EXPERIENCE AND TRAINING

1. Graduation from high school or equivalent; AND
2. Three (3) years progressively responsible experience in an office setting, including at least two (2) years in an Assessor's Office in the State of Oregon; OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

REVISED: 05/75; 05/81; 06/84; 09/88; 10/03; 06/11