

# Assessor Clerk

Date Posted:	September 15, 2020
Department:	Assessor
Compensation:	\$16.72 per hour
Hours	Part Time – 29 hours per week
Deadline:	Wednesday, Sept 30, 2020 at 4:30pm

## **Job Summary**

This position serves as the Homestead law specialist, the primary contact for general property and property tax information for the Assessor's office, and provides clerical services to the Assessor's office.

## **Essential Functions**

### **40% of Job Duties**

1. Assist in the operation of the land records computer operation.
2. Assist with valuation Edit lists, proofing and corrections.
3. Generates various electronic and manual assessment reports from both the tax and Cama systems which are used internally by the county as well as externally by the Department of Revenue, other government agencies and the public.
4. Assist taxpayers with plat maps, aerials and legal descriptions.
5. Provide general property data information concerning assessed values, building details, and classifications when requested.

### **30% of Job Duties**

6. Initial eCRV processor for Assessor's Office
7. Process homestead applications: send out notifications, data entry and filing.
8. General homestead law information source.
9. Generate and verify Department of Revenue Homestead Report; Duplicate Social Security numbers, invalid Social Security numbers, omitted and Mobile home personal property Homesteads.
10. Special Homestead maintenance for BPVD qualified and veteran's exemptions.

### **30% of Job Duties**

11. Primary office telephone and reception duties.
12. Distribute mail.
13. Maintain property information files.
14. Image existing property files into electronic data base
15. Office supply purchasing and inventory.
16. Maintain accounts receivable and cash collections for information sales.
17. General clerical duties as requested.

## **Knowledge, Skills & Abilities**

- ✓ Knowledge of personal computer.
- ✓ Knowledge of real estate or land transactions.

- ✓ Skilled in office organization, including filing, scheduling, and so forth.
- ✓ Able to plan & carry out required tasks.
- ✓ Considerable communication skills.
- ✓ Considerable numerical accuracy required in data entry.
- ✓ Able to create accurate written communications.
- ✓ Ability to deal with difficult and sometimes complex verbal communications with tact – diplomacy.
- ✓ Ability to make sound judgments based on statutory requirements.
- ✓ Knowledgeable and skillful in the use of different computer software applications, namely Microsoft Word, Excel, and Power Point.
- ✓ Considerable knowledge of the use and application of both Tax and Cama systems.
- ✓ General understanding of property taxation, and assessment practices in the State of Minnesota or the ability to acquire such knowledge in a short period of time.
- ✓ Skill to effectively train or present material related to changes in the processing of assessment data, both in a group or on a one-to-one basis.
- ✓ Ability to manage time wisely and to deal with the stress caused by interruptions and deadlines

### **Minimum Qualifications**

Threshold requirement is all of the following:

- High School graduate or equivalent plus 1 year in a related field
- 2 years experience in real estate transactions or very closely related work

### **Physical Demand Analysis Summary**

In a typical work day, this person sits  $\frac{1}{2}$  the time, stands  $\frac{1}{4}$  of the time and walks a  $\frac{1}{4}$  of the time. Some special physical demands include:

1. Frequent lifting and carrying of up to 10 pounds.
2. Occasional lifting and carrying of up to 50 pounds.
3. Frequent need for verbal and written communication ability.
4. Repetitive manipulating with both hands in typewriter and computer keyboarding.
5. Frequent need to hear normal conversation, seeing with near acuity, full field of vision, distinguishing colors, and depth perception.
6. Occasional need to bend/stoop, reach above shoulder level, crouch, and push/pull.
7. Frequent use of hands at knee, chest, mid-thigh, waist, and shoulder height.
8. Rare use of hands above the head.
9. Frequent work around office machinery.
10. Frequent contact with the public.

### **Benefits:**

This position will receive the following benefits:

- Paid Time Off (PTO)
- Holiday Pay

- Pension
- Voluntary Retirement Plans

**Salary**

\$16.72 per hour (pay range 6)

Union position, Local 320

**Hours of Work**

Office hours 8:00am to 4:30pm.

**Pension**

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.