

POCAHONTAS COUNTY ASSESSOR'S OFFICE

**JOB DESCRIPTION**

**TITLE:** CLERK

**FLSA:** NON-EXEMPT

Reports to:

- 1) Assessor
- 2) Chief Deputy Assessor/Appraiser

**Typical Duties & Responsibilities**

Performs general office duties and assists in providing information, researching and entering assessment data.

Mail notices for credits and exemptions.

Assists property owners with tax credit and exemption applications.

Maintains manual and computer assessment records. Maintains a professional attitude and appearance while representing the assessor's office.

Performs any and all other duties or responsibilities as directed by the Assessor or the Chief Deputy Assessor.

Maintain good working relationships and good communication with co-workers, other departments, supervisors, and taxpayers. Refrain from activities that would have an adverse effect on the public opinion or general effectiveness of this office.

Maintain a professional attitude and appearance at all times while representing this office.

Provide in-person or by telephone answers to questions regarding assessment values, legal descriptions and related information maintained in the County Assessor's office.

Process real estate transfers by verifying homestead files, changing property cards, filling out Declaration of Value statements, update plat maps, enter sales data in CAMA software, and verify transfers for error and discrepancies.

Inform realtors, independent appraisers and property owners of the locations of property, soil types, and related information.

Assist in processing Declarations of Value including necessary research of documents.

Assist in the property appraisal process both in the field and in the office as required.

Attend schools, conferences and meetings as required by the Assessor.

Participate in the decision making process and daily operation of the office.

Perform general office duties, including data entry, filing, word processing, and preparation of reports.

Handle correspondence regarding credits and exemptions.

Process paid claims and mail payments

Process invoices and verify correct fund for payment of claims as needed.

Assist customers at the counter, on the telephone, or by electronic means;

    Explain assessment process and values

    Provide copies of property record cards and declarations of value as requested

    Explain tax credit and exemptions upon request and provide appropriate application

Assist with updating property sales information and CAMA data.

Assist in the preparation and mailing of assessment rolls.

Assist at times in performing “splits” of property, including identification of the various divisions of land and property.

Any other duties and responsibilities as directed by the County Assessor or Chief Deputy Assessor.

#### Knowledge, Skills, and Abilities Required

Knowledge of:

    State of Iowa laws pertaining to the assessment of property for taxation with emphasis on “market value” as provided in Code Section 441.

    State laws relating to tax exemption

    Basic knowledge of assessment process

    Taxpayer and property owner rights relative to the taxation of property

    Eligibility requirements for Homestead and Military credits, Business Property Tax Credit, Family Farm Tax Credit and other state and federal credit

Ability to: Read and locate property descriptions from maps and other source materials. Tactfully and courteously communicate in potentially volatile situations. Understand and utilize word processing software, including Microsoft Office

#### **Qualifications-Required**

Must have a high school diploma or GED equivalency.

Must have a valid driver’s license. Must have a vehicle available for paid field use.

#### **Qualifications-Preferred**

Must be willing to be certified by the Director of Revenue and Finance in accordance with the provisions of Chapter 441.10 of the Code of Iowa to qualify for a Deputy Assessor appointment. College course work in business administration, economics, finance, real estate or other related field is desirable.

**Minimum Physical Requirements**

Job does not require extensive physical activity, movement, or strength. There will be periods of sustained standing or sitting. Bending, stooping, reaching, and lifting record books of moderate weight (under 30 lbs) are required. The ability to walk on uneven ground when called upon to work in the field is also required.