

Clerk III - Assessor

Dept/Div: Land Services

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work answering phones and assisting customers; processing homestead applications, maintaining property records and reviewing transfer documents, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Assessor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assist the public at counter and over the phone; responds to inquiries and provides information regarding the department and department processes; receives and processes mail; order and distribute supplies; balance cash drawer monthly; scan documents for retention purposes.
- Mail, process and approve/deny homestead applications; manage homestead log for current and following year for changes in the homestead status; calculate proposed taxes for homestead vs. non-homestead property; communicate with other counties for duplicate homesteads.
- Track and mail correspondence to the public relating to property classifications and special programs.
- Provide clerical support to County and local appraisers; run reports and field cards.
- Review mailing and property address changes in the County and determine the effect on property taxes; review all property transfer documents and determine impact on property taxes.
- Enter sales information in the CAMA system and state online system; maintain property parcel records for accuracy and correct tax calculations.

Knowledge, Skills and Abilities

General knowledge of County and department policies, practices and procedures; thorough knowledge of section maps, GIS-Online mapping and plat books; general knowledge of Minnesota assessment laws and property surveys; thorough knowledge of property records, time sheets and property change log; comprehensive knowledge of the homestead log; thorough knowledge of standard office equipment and software; general knowledge of CAMA (Computer Aided Mass Appraisal) system; thorough knowledge of RECAP/Tax accounting system, Webextender, Landshark and Beacon; ability to make arithmetic computations and compute rates, ratios and percentages.

Education and Experience

High school diploma or GED and moderate experience with Microsoft Office, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Property Tax Classification System

Valid driver's license.