

Position: Field Assistant (Seasonal/Temporary part-time)

Reports To: County Assessor (or Deputy Assessor)

Description: Assist in the performance of various data collection functions which are essential for property characteristic listing.

Essential Duties and Functions:

Primarily assist Assessor, Deputy Assessor, or Field Appraiser in outdoor work, including inspecting property, measuring buildings, etc.

May perform a variety of clerical, secretarial, and general office duties as needed.

Assist in maintaining office machines, light duty office cleaning, and maintaining or compiling records.

Assist in the property appraisal process as required which may include entering data into computer assisted mass appraisal and tax administration systems and balancing as necessary.

Performs other related duties as assigned.

Requirements:

Ability to deal with public in a courteous and diplomatic manner.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to understand and follow oral and written instructions.

Ability to perform work which may include hours of walking, standing, and/or sitting in a vehicle.

Ability to organize, sort, and file a variety of material.

Ability to establish and maintain effective working relationships.

Knowledge of general office equipment.

Knowledge of arithmetic and units of measurements.

Valid Iowa Intermediate or above Driver's license.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from High School or GED, supplemented by additional training, or experience, in the use of computers and computer applications; and

At least one year of successful experience in the performance of general employment.

Equipment & Software Used

Computer, printers, telephone, calculator, copier, Excel, Word, CAMA, and GIS/Beacon

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Continuance of private appraisals or being active realtor not permitted within Keokuk County.

Employee's Signature

Date

Department Head

Date

Keokuk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS WORKSHEET

R=RARELY, LESS THAN 15% OF TIME
 O=OCCASIONALLY, 15% - 40% OF TIME
 F=FREQUENTLY, 40% - 70% OF TIME
 C=CONSTANTLY, MORE THAN 70% OF TIME

COMPANY: KEOKUK COUNTY

JOB TITLE: FIELD ASSISTANT

DATE: NOVEMBER 2020

PHYSICAL DEMANDS	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C	
Standing				x		Stooping		x				Feeling					x	
Walking				x		Kneeling		x				Talking						x
Sitting			x			Crouching		x				Hearing: Speech						x
Lifting-Max. Weight 25#		x				Body Pivoting			x			Hearing:All Ranges						x
Carrying-Max. Weight 25#		x				Repetitive Motions				x		Seeing-Reading						x
Pushing-Max. Force 25#		x				Crawling		x				Seeing-Distant						x
Pulling-Max. Force 25#		x				Reaching,high,low,level		x				Depth Perception						x
Climbing-Stairs				x		Grasping				x		Color Vision			x			
Climbing-Ladders		x				Finger Dexterity				x		Other						
Balancing				x		Other						Other						
Elevator in Courthouse					x													
WORKING CONDITIONS	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C	
Extreme Cold-Below 32F		x				Vehicle Use-Highway				x		Chemicals	x					
Extreme Heat-Above 100F		x				Vehicle Use-Property				x		List:						
Dryness			x			Working/ people					x							
Wetness			x			Working alone				x								
Humidity-Above 90%		x				Airborne Contaminants				x								
Confined Spaces		x				(List those normally												
Elevated Heights		x				in work area)												
Noise-Over 85 Decibels		x																
Moving Equipment		x																
Vibrating Equipment		x																
PROTECTIVE EQUIPT. REQUIRED	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C	
Respirator-Breathing Apparatus	x					Special Clothing:	x											
Special Eye Protection	x					Arms, Hands, Fingers	x											
Hearing Protection	x					Legs, Feet, Toes	x											
Head Protection	x					Body Protection	x											

ADDITIONAL INFORMATION (INCLUDE "PREFERRED" REQUIREMENTS AND ADD COMMENTS WHICH SUPPORT OR DEFINE "ESSENTIAL" REQUIREMENTS.)
 Ability to work in stressful situations rarely.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION FOR PHYSICAL OR MENTAL DISABILITY UNLESS THE DISABILITY PRECLUDES PERFORMANCE OF THE ESSENTIAL FUNCTIONS OF THE JOB (WITH OR WITHOUT REASONABLE ACCOMMODATION) OR WOULD BE A HAZARD TO THE EMPLOYEE OR HIS/HER FELLOW WORKERS. ITEMS CHECKED ABOVE APPLY TO THE SPECIFIC JOB SHOWN ABOVE.