

Position: Assessor Clerk/Appraiser (Part –Time/Regular)

Reports To: County Assessor (Deputy Assessor in absence of Assessor)

Description: To assist in the performance of various data collection and office functions, which are essential for the operation of the Assessor's Office in fulfilling its duty to determine and assign value to property.

Essential Duties and Functions:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Inspect buildings and improvements, both interior and exterior, during all phases of construction. Measures, lists, and verifies all relevant data to property. Keeps track of needed information on new construction or other changes in properties, i.e., remodeling, building removal, etc.

Works with CAMAVISION -- computer aided mass appraisal software. Enters information gathered on property, sketch and photograph as needed, integrating into database. Document changes made in property.

Communicate professionally and courteously to a variety of possible temperaments and/or personalities.

Greets and assists public at counter, which may include sign-up homestead, military, and other applications, or direct to proper department.

Performs general clerical duties; filing, answering phone, etc.

Assist other local government entities as necessary.

Attend meetings, conferences, and workshops as determined by Assessor.

Provide answers to inquiries regarding assessments and legal descriptions; researches possible errors and discrepancies. Responds to questions by property owners by describing data and methods used to establish value.

Other duties and functions assigned by Assessor or Deputy Assessor.

Requirements

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High School diploma or equivalent.

Work experience of at least 1 year involving office and/or outside work environments.

Valid driver's license, automobile insurance and reliable vehicle

Basic computer skills including familiarity with MS Office products especially Word, Excel, and Outlook.

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

Basic math ability including calculating amounts such as proportions, percentages, area, and volume.

Equipment Used

Computer, printers, telephone/fax, calculator, copier, camera, and tape measure

KNOWLEDGE, ABILITIES, SKILLS, PERSONAL CHARACTERISTICS, AND OTHER QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform this job successfully.

Good organizational skills with the ability to work independently.

Knowledge of real estate and legal descriptions.

Knowledge of taxpayers and property owner rights.

Knowledge of general office procedures, methods and equipment

Knowledge of maps with ability to utilize aerial photography software.

Knowledge or experience in real estate appraisal, sales or building trades.

Ability to establish & maintain effective working relationships with co-workers and the general public.

Ability to apply concepts of basic algebra and geometry.

Ability to represent Keokuk County in an honest, trustworthy, polite, and professional capacity.

Good judgment, integrity, and pleasing personality.

Ability to discuss issues with public and employees in a courteous and diplomatic manner.

Ability to read, research, and interpret legal descriptions, maps, governmental rules, operating and procedure manuals.

Ability to gather, analyze and evaluate data.

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 ASSESSOR
JOB TITLE: Assessor Clerk/Appraiser (Part Time)
DATE APPROVED: June, 2016

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 20#			X			Body Pivoting			X			Hearing:All Ranges				X	
Carrying-Max. Weight 20#			X			Repetitive Motions				X		Seeing-Reading				X	
Pushing-Max. Force 20#		X				Crawling	X					Seeing-Distant				X	
Pulling-Max. Force 20#		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 Available					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 under stressful situations frequently.

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.

