

# SIERRA COUNTY POSITION DESCRIPTION



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**JOB TITLE:** ADMINISTRATIVE ASSISTANT  
**DEPARTMENT:** ASSESSOR'S OFFICE  
**SUPERVISOR:** COUNTY ASSESSOR  
**GRADE:** 2  
**FLSA STATUS:** NON-EXEMPT

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## JOB SUMMARY

Under the direct supervision of the County Assessor, contributes to the efficient daily operation of the Assessor's Office by performing a wide range of skilled work in the operation of real estate/property assessments. Maintains professionalism in all interactions with internal and external customers.

## ESSENTIAL FUNCTIONS

- Answers telephones, take messages, and forwards calls to appropriate personnel.
- Types forms, reports, memos, letters, and various other correspondence on behalf of County Assessor.
- Enters data into computer system regarding changes in Assessor's records, such as matters of property ownership, name changes, and changes of address.
- Assists in responding to correspondence from the general public concerning matters of taxes, deeds, and other assessment questions.
- Calculates tax levies; collect taxes and moving certificates in advance; and issues tax releases on manufactured homes upon notification of change of ownership/moving.
- Updates and maintains files of property record cards and all office memos and correspondence.
- Compiles and tracks packets sales for realtors.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

***\*APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.)).***

## MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **KNOWLEDGE OF:**

- Policies, functions, and responsibilities of Sierra County.
- Laws, ordinances, rules, and regulations pertaining to real estate and property assessments.
- Modern office functions, procedures, and equipment.
- Records management.
- Basic arithmetic, English grammar, and use of office equipment.

### **SKILL IN:**

- Reading maps.
- Operating various word-processing, spreadsheets, accounting, database and/or industry-related software programs in a Windows environment.
- Correct English usage, grammar, spelling, and punctuation.

### **ABILITY TO:**

- Maintain confidentiality.
- Communicate efficiently and effectively both verbally and in writing.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Research and analyze data, apply policies and procedures to daily work, and present conclusions effectively.
- Work in a fast-paced environment and meet deadlines.

## **PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE**

### **WORK ENVIRONMENT:**

Work is generally performed in an office setting with a moderate noise level. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

### **PHYSICAL/MENTAL REQUIREMENTS:**

While performing the duties of this job, the employee regularly is required to sit; move throughout the office/complex/site; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to lift/move up to 25 pounds. Close vision ability is required. Position may cause stress and tension.

### **EQUIPMENT, TOOLS, AND MATERIALS:**

Tools used in performing the essential functions of the job: maps, copier, vehicle, fax machine, telephone, computer, office supplies, word processing software, presentation software, spreadsheet software, GIS software, and other relevant tools.

***\*SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***