

2019-001

Sierra County

Position Title: Clerk I

Department: Assessor

Salary Grade:

Overtime Compensation: See section in personnel policy Ordinance No. 16-009 regarding Overtime Pay. Overtime and compensatory time must be approved by the County Manager.

Holiday Pay: See section in personnel policy Ordinance No. 16-009 regarding Holiday Pay.

Probationary Period: Employee must complete 9 month probationary period with satisfactory evaluation.

F.L.S.A.: Regular full-time position ***Classified***. Subject to Sierra County Personnel Policy Ordinance No. 16-009.

Reports to: Sierra County Assessor

Job Summary:

Under the supervision of the County Assessor, this position performs a wide range of skilled work in the operation of real estate/property assessments.

1. Answer telephones, take messages, and forward calls to appropriate personnel.
2. Type forms, reports, memos, letters, and various other correspondence on behalf of County Assessor.
3. Enter data into computer system regarding changes in Assessor's records, such as matters of property ownership, name changes, and changes of address.
4. Assist in responding to correspondence from the general public concerning matters of taxes, deeds and other assessment questions.

5. Collect taxes in advance and issue tax releases on manufactured homes upon notification of them changing ownership or moving.
6. Update and maintain files of property record cards, as well as all office memos and correspondence.
7. Employee must perform all duties with minimal supervision. Employee may be required to work irregular work hours, attend job related meetings, and perform other duties as assigned.
8. Calculations using mathematical skills.

Minimum Requirements:

Must possess a high school diploma or equivalent. Must possess a valid New Mexico drivers license. Preference may be given to applicant with a minimum of one (1) year college education or degree in related field. Must have the ability to communicate effectively in written and oral English. Ability to perform essential duties in the work conditions described below. Knowledge of basic arithmetic, English grammar and use of office equipment. Ability to work with the equipment, tools and materials listed below. Must have knowledge of law pertinent to appraisal and ownership of land and real estate, appraisal theory and techniques, legal descriptions in common use and an understanding of the property record system. Knowledge and ability to work with a computer is a must.

Essential Duties:

1. Assist with general office work (answer the phone, message taking, typing, computer work, etc.) as assigned.
2. Type and enters reports into the computer.
3. Maintains databases on the computer.
4. Compiles as needed.
5. Performs basic research duties as needed.
6. Performs other duties as assigned.

Work Environment:

Perform essential duties both indoors and outdoors. Indoor duties are performed under a controlled temperature environment. Employee is exposed to natural weather conditions while performing outdoor duties. Employee may be exposed to various dusts and mists while performing appraisal duties. Indoor duties are performed on an even surface, which may be carpeted or tiled. Working surface is typically dry. Employee is required to climb and descend staircases at times in the performance of essential duties. Outdoor duties may be performed on inclines or hills.

Employee may be asked to perform certain duties with other employees. The position will be exposed to normal working hours, some travel, mental stress and tension. Work hazards or potential work hazards include frequent driving of vehicle, walking, some climbing and some lifting. Must have experience and knowledge of Microsoft Word, Microsoft Excel, and Microsoft Office. May be required to attend out of town training and seminars.

Equipment, tools and materials:

In performing the essential duties the following is a list of items needed in job performance:

Office equipment used in the performance of essential duties includes fax machine, photocopy machine, typewriter, computer terminal and keyboard, calculator, telephone, scanner and map copier

Mental Functions:

1. Must be able to ask questions of supervisor, and listen to and follow verbal directions in English.
2. Must be able to read and understand written directions in English.
3. Must be able to communicate verbally with co-workers and with the general public.
4. Must be able to apply mathematical knowledge in taking measurements and in maintaining appraisal records.
5. Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling and grammar.

6. Must be able to research and analyze data, to apply policies and procedures and to present conclusions effectively in oral and written form to senior staff.

Physical Functions:

1. Must be able to sit, stand and work intermittently throughout the workday.
2. Must be able to lift, carry, push and pull up to 25 pounds occasionally.
3. Must be able to work with arms extended and bent on a frequent basis.
4. Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
5. Must be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.

Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the Assessor the job duties can increase and or decrease.

Approved and hired this _____ day of _____, _____.

Employee

Human Resources Director

Department Head