

Position Title: Clerk II

Department: Sierra County Assessor's Office

Salary Grade: New Hire:

Overtime Compensation: See section in Personnel Policy, Ordinance No. 16-009 regarding overtime pay.

Holiday Pay: See section in Personnel Policy, Ordinance No. 16-009 regarding holiday pay.

Probationary Period: Employee must satisfactorily complete a nine (9) month probationary period.

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 Assessor, this position performs a wide range of skilled work in the operation of computing equipment and related machines. This position is responsible for typing and filing reports. Responsible for valuing and depreciating Business Personal Property. This position receives incoming calls over the telephone and takes messages or routes the calls to the appropriate person. Calculates and updates property records, Apex, and partial appraisals. Mails out business personal property forms and address changes. Emails information to realtors, title companies for the general public. Helps the front desk with customers when needed. Does tax releases and moving certificates. Other duties as assigned.

Minimum Requirements:

Preference will be given to any applicant with minimum of two (2) year's college experience or a degree in related field. Must possess a valid New Mexico Driver's License. Must have the ability to analyze data, develop and compose comprehensive reports and research. Must have the ability to communicate effectively in written and oral English.

Essential Duties:

This position will assist with general office work, (answer the phone, message taking, typing, computer work, etc) as assigned. Types and enters reports into the computer. Responsible for maintaining a list of all businesses within Sierra County. This position will be responsible for mailing Business Personal Property rendition forms every year to all businesses. And, will calculate the depreciated value for all Business Personal Property reported each year and enter final value into CAMA system. Maintains databases on the computer. Compiles as needed, performs basic research duties as needed and performs other duties as assigned.

Work Environment:

Performs essential duties 90 percent indoors under a controlled temperature environment the balance of the job duties will be outside in various temperatures and conditions, depending on the weather. Inside work will be on flat carpeted, wood, concrete, or tile surfaces. Outside work will be exposed to normal outside weather conditions. The position will be exposed to long working hours, some travel, mental stress and tension.

Equipment, tools and materials:

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

Copier, Fax Machine, Telephone, Computer, Printer, general office supplies and equipment, word processing software, presentation software, database software, and adding machine.

Mental Functions:

1. Must be able to use independent judgment in various situations and recommend appropriate action.
2. Must be able to set priorities and organize assigned tasks.
3. Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling and grammar.

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 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 County Assessor the job duties can increase and or decrease.

Approved and hired this _____ day of _____, _____

Human Resources Director

Department Head

Employee