

LINCOLN COUNTY ASSESSOR'S OFFICE

Revised: September 2017

JOB TITLE: CLERK I

POSITION PURPOSE:

- The purpose of the above position is to perform clerical assignments of a routine nature where tasks are governed by standardized procedures.

ESSENTIAL DUTIES AND ABILITIES

JOB DESCRIPTION:

- Ability to relate well with people, willingness to follow directions, work independently and learn tasks quickly.
- Ability to keep classified office information confidential.
- Ability to deal tactfully with unreasonable people.
- Ability to assist co-workers with various work assignments.
- Must be able to work under multiple supervisors.
- Answer telephone and assist at counter as receptionist.
- Direct inquiries to appropriate staff.
- Operate standard office machines (computers, calculators, typewriters, postage machine, copy machine, and fax machines, and telephones).
- Backup computer systems.
- Enter data into multiple computer programs (using both the appraisal computer system and the P.C. system with Microsoft Office Suite).
- Create reports on the computer.
- Communicate with the public through the telephone, letters, e-mail, and at the counter.
- Prepare and maintain property record cards.
- File cards, records, reports, deeds, questionnaires, and communications.
- Make address changes and process all necessary paper work to keep the addresses current and accessible to the public.
- Make calculations concerning property descriptions, valuations, and tax amounts.
- Explain procedures and locate information for the public.
- Assist in mass mailings.
- Read maps concerning in-town and out-of-town properties in the county.
- Perform other duties as assigned.

MARGINAL DUTIES

(The following does not necessarily describe all marginal duties).

- Assist in measuring structures.
- Assist in mapping procedures.

PHYSICAL DEMANDS

- Move records and computer equipment of approximately forty pounds.
- Work extended hours at desk and computer that might cause eye strain and fatigue.
- Walk from desk to counters and office equipment stations, to and through buildings, and to inspect well sites, buildings, and land.
- Ability to deal with stressful situations (unreasonable people, dogs, deadlines, tests, and other demands of the position).
- Attend schools and seminars which may require being away from home for up to a week at a time.
- Must be able to file materials in ground level filing cabinets.
- Adverse weather conditions
- Open gates, climb stairs, ladders, fences, and move around obstacles.

QUALIFICATIONS

- High school diploma or equivalent.
- Valid drivers license and ability to drive.
- Pass background check.

ADVANCEMENT CAPABILITIES

- This is an entry level position with the possibility of advancement.