



**Administrative Assistant – Assessor
Part Time**

Classified

GRADE 9

JOB SUMMARY

Performs a variety of complex technical duties associated with the maintenance of records related to statements filed by property owners with the county for property tax valuation and appraisal purposes. Processes legal documents. Responds to property owners regarding property information questions and requests.

ESSENTIAL JOB FUNCTIONS

- Provide courteous, high quality customer service both in person and by phone
- Administer the State's exemption and valuation freeze program in accordance with state statutes
- Receive, review and process recorded real estate documents transferring property ownership
- Input ownership information in office database
- Identify and resolve errors in ownership transfers
- Oversee the appraisal of business personal property
- Accept payments from customers requesting copies, maps or property information
- Update mailing addresses and process returned mail
- Perform basic accounting and purchasing tasks
- Generate tax roll corrections
- Issue mobile home tax clearance form 504
- Successfully apply for and obtain notary public certification
- Adhere to office values of accountability and teamwork
- Maintain absolute confidentiality of all restricted records and work-related issues
- The essential job tasks listed are a representation of typical responsibilities and not an all-inclusive list of tasks for this position

MINIMUM QUALIFICATIONS

- A high school diploma or GED
- A minimum of two years of experience in a clerical or customer service position.
- Valid Arizona Driver License

KNOWLEDGE, SKILLS AND ABILITIES

- Skill in establishing and maintaining professional relationships with employees, customers, outside vendors and other agencies
- Knowledge of Windows based applications; Word, Excel, PowerPoint, and Outlook
- Ability to perform duties independently that are appropriate and consistent with the level of the position
- Ability to communicate clearly and concisely with staff and public both verbally and in writing
- Attention to detail, organization and analysis ability
- Maintaining records and files
- Interpersonal skills of courtesy, confidentiality, and tact
- Ability to prioritize multiple tasks and coordinate with peers

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.