

ASSESSOR'S AIDE

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the performance of various clerical duties, both in the office and in the field, to assist the Assessor in the work of determining assessments on real property. The work is performed under direct supervision, but an Assessor's Aide works with a considerable degree of independence in carrying out routine duties in meeting and responding to the public and taxpayers' needs for information on assessments and exemptions processes. An Assessor's Aide also does related work as required.

TYPICAL WORK ACTIVITIES:

- Accompanies Assessor on field trips to assist in keeping notes and records;
- Assists in maintaining property sales records;
- Answers inquiries from the public and provides routine information;
- Completes necessary data forms for various computer systems;
- Assists taxpayers in completing various types of exemption forms;
- Does necessary research to obtain statistical data;
- Processes data received from Real Property Tax Services Agency to update tax maps and property identification titles;
- Assists in the tax roll preparation;
- Keyboards and maintains all correspondence in Real Property Tax Office and independently composes and sends out answers to routine inquiries.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; ability to maintain records with a high degree of accuracy; ability to learn interpretation and manual modification of tax maps; ability to keyboard an acceptable rate of speed; ability to establish and maintain good working relationships with the public; physical condition commensurate with the demands of the public.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of full time, paid clerical experience in an assessor's, real estate broker's or other office involving taxation records which shall have included keyboarding.