Wright County Assessor

Job Description

**JOB TITLE:** Clerk/Property Appraiser  
**REPORTS TO:** Assessor

**SUMMARY:**
Under general supervision, performs routine, non-complex property appraisals and assessments to obtain valuations for property tax purposes. Provide business office clerical assistance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Maintains confidentiality of documents as required.
- Types or enter information into various computer programs.
- Ability to follow oral and written instructions.
- Sort and file records.
- Prepare outgoing mail including addressing, folding, stuffing and sorting envelopes and packages for mass mailings.
- Answer telephone, route calls to appropriate person or department, place outgoing calls, and convey messages.
- Give information to callers and/or persons at the office as allowed by law either verbally or by printout of property inquiring about.
- Greet visitors, ascertain nature of business and direct the public to the appropriate department or person.
- Assist public with applying for various tax exemptions or credits as allowed by law.
- Compose and type routine correspondence using regular mail as well as e-mail.
- Attend schools, conferences and meetings as required by the Assessor.
- Assist with the property appraisal process both in the office and in the field as required.
- Draw, sketch and enter information on property records both on paper cards and in computer programs.
Perform appraisals of residential and/or agricultural property in the field and in the office to obtain valuations for property tax purposes.

Assist in the appraisal process of commercial and industrial properties in the field and in the office.

Compile and type statistical reports.

Recommended to take Deputy and/or Assessor’s exam within one year of date of hire.

Maintain a professional attitude and appearance at all times while representing the office and use good judgment in personal time activities.

Interact with the public, other co-workers, supervisors, and public officials or offices in a congenial, courteous and professional manner. Understand that it is in the best interest of this office to cooperate at all times with the public, other co-workers, supervisors, and public officials or offices.

Refrain from activities that would have an adverse effect on the public opinion or general effectiveness of this office.

Answer questions from or give responses to the media only as directed by the Assessor.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Knowledge of Microsoft Office programs, including but not limited to Outlook, Excel, Word; or equivalent software programs.

**PREFERRED EDUCATION AND/OR EXPERIENCE:**
Associate's degree (A.A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a group of manager, clients, customer, and the general public. Must have excellent English communications skills, including written, verbal, and listening.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use and read a tape measure.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

Ability to operate computer, typewriter, calculator, copier, scanner, fax machine, postage meter and multi-line telephone.

Willingness to learn new programs.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects tools or controls; reach with hands and arms; climb or balance; stoop, kneel crouch or crawl.
The employee is occasionally required to lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.

Some work is performed outdoors in hot and/or cold conditions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Due to the nature of the office function there may be times when the employee will be under stress from external sources. Occasionally it may be necessary to work beyond a traditional day including Saturdays.

**REQUIRED LICENSES, REGISTRATIONS AND CERTIFICATIONS:**

The employee must be able to comply with the requirements established by the Board of Supervisors to receive mileage reimbursement and drive a motorized vehicle to various locations to measure and list property. Must possess a valid Iowa Driver’s License and be insurable under state, county and insurance company policies. A DOT printout of driving record may be requested if deemed necessary by the assessor either pre or post employment.
**EMPLOYEE POSITION ACCEPTANCE**

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

The Wright County Assessor’s Office reserves the right to change or reassign job duties or combine positions at any time.

I have read and thoroughly discussed any questions that I may have with the Supervisor this job description reports to. I fully understand what is required in this position and I hereby accept this position and agree to perform the tasks required.

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Employee

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Date