Title: Clerk/R.E. Lister

FLSA: Non-Exempt

General Description:

General clerical duties including computer data entry and dealing with the public in person and by telephone. Assisting in the data collection and review of property listings as part of the appraisal process.

Reports to:
1) Assessor
2) Deputy Assessor
3) Office Manager/Appraiser

Supervises: None

Typical Duties and Responsibilities:

1) Answer telephone in order to provide basic information to property owners and the general public, or relay messages or questions to appropriate staff.

2) Assist taxpayers in the signing of the various exemptions and credits such as homestead, military and family farm.

3) Assist taxpayers and the general public in locating assessment information and the data contained therein. This will include a working knowledge of the Assessor's website in order to assist the public with questions.

4) Assist in the preparation and processing of annual notices, forms and supplemental returns.

5) Complete property transfers received from the Recorder’s Office

6) General office duties

7) Assist the assessor, deputy assessor and appraiser in the listing, data collection and review of property records.

8) Perform any other duties pertaining to the job requested by the Assessor, Deputy Assessor or Office Manager.
**Note:** The above duties are listed as those being typical of this job and should not be construed as limiting the employer’s prerogative to assign other duties not listed.

**Knowledge, Abilities and Skills expected prior to hiring:**

1) Knowledge of basic computer functions such as data input and inquiry programs.

2) Ability to communicate tactfully, courteously, and effectively with taxpayers and the general public. Both orally and in writing.

3) Knowledge of Windows Office based programs, particularly Word and Excel.

4) Ability to perform general office duties.

**Knowledge, Abilities and Skills expected to learn after hiring:**

1) Knowledge of and ability to convey legal and technical aspects of property descriptions.

2) Knowledge of and ability to convey assessment and taxation process.

3) Knowledge of and ability to use Tyler administrative software, Vanguard CAMA System (VCS) and ArcView GIS programs.

4) Become familiar with the Iowa Real Property Appraisal Manual and obtain the ability to perform basic appraisals on non-complex properties.

5) Ability to attend work related classes or seminars.

**Education, Experience and Special Qualifications:**

High school graduate or GED equivalency. College course work in business administration or experience in real estate or other related fields is desirable.

**Working Conditions:**

Indoor office environment, contact with the public on a frequent basis, sometimes in an adversarial situation. Some stress due to meeting deadlines and timetables. Will require some reaching, bending, lifting, prolonged sitting and standing. Position will require outside work as well. You will be exposed to various weather elements and the physical requirements such as walking and climbing different types of grades and terrain.