

## **Adair County Position Description**

Position: Assessor's Deputy/Clerk (full-time)

Reports to: Assessor

Department: Assessor

Revision date: May 15, 2016

### General Summary

With general instructions from Assessor, performs variety of clerical and appraisal duties.

#### A. Essential Functions

These duties include but are not limited to:

- Successfully complete Deputy Assessor exam to be eligible to be appointed deputy assessor
- Assessment work year round
- Reassessment of all properties in odd years
- Assessment rolls mailed out by April 1<sup>st</sup>
- Abstract of property and reconciliation reports to state
- Attend classes for required schooling
- Work with other county officials to maintain assessment/tax cycle and property ownership
- Maintain property transfers, property divisions, and soil survey information
- Maintain state mandated programs – homestead & military exemptions, Family Farm tax credit and other exemptions available by Iowa Code
- Maintain property inventory file
- Identify and transfer all sales into a usable sales ratio study to help keep assessments at state mandated level
- Maintain plats and soil maps and soils inventory
- Work with the public to supply information – owners, appraisers, realtors, bankers, cities, schools, development groups

#### B. Physical Demands

Sits while operating office equipment. Must have usual office worker's manual dexterity. Must climb stairs and occasionally a ladder. Drives auto to site of appraisals, climb stairs while working at site. Must be able to lift and carry up to 40 lb. weight.

#### C. Cognitive Demands

Must have ability to read, calculate, keep records, file and deal with the public. Inspects buildings visually, measure, calculates and analyses. Must apply knowledge of real estate, building quality, and construction materials and Iowa Assessment Laws.

D. Work Environment and Equipment

Indoor work in office environment. When out of the office, encounters inclement weather. Must have the agility to traverse construction sites. Use automobile and office equipment such as computer, copy machine and fax machine.

E. Supervision of Others

None

F. Entry Qualifications

Must have skills of reading, spelling, calculating, real estate, typing and filing as well as ability to deal with the public.

G. Health Insurance Portability & Accountability Act

Will comply with workplace confidentiality following HIPAA training guidelines.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job description.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
4. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying 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.