

Ford County Job Description

Job Title: Deputy Clerk

Department: Supervisor of Assessments

Reports to: Supervisor of Assessments or Chief Deputy

Duties and Responsibilities:

It is the responsibility of the assessment office to maintain records for all properties in the county for property tax purposes. The Deputy Clerk assists in the maintenance of said records and will perform varied and diverse duties and procedures which include, but are not limited to, the following:

Process documents in regard to name, address & ownership changes (includes entering data on computer, updating property record cards, assessment books, sales information & related records; processing Real Estate Transfer Declarations; making copies; filing; tracking exemptions)

Process splits of properties and combining properties (includes preparing documents for mapping department; processing said splits/combinations by creating new parcels & deleting old parcels) Splits/combos may involve updating drainage districts, TIF districts & calculating soils.

Enter assessment changes & home improvement exemptions (when applicable) on computer & in assessment books (may also involve calculating & entering assessment changes on property record cards)

Update appraisal system with name address changes & split/combinations; sketch buildings

Enter exemption changes on computer and in assessment books

Enter farmland values on property record cards

Send out senior citizen exemption forms, tax exempt exemption forms and other exemption forms (printing, folding, addressing & stuffing envelopes)

Process returned exemption forms (entering data on computer & in assessment books and filing)

Public Relations:

Greet customers; answer customer and public inquiries and address complaints

Provide customers with information contained in public records

Assist senior citizens with application forms

Assist customers in the completion of exemption forms

Assist customers with reassessment requests and appeal forms

Answer telephone, respond to phone inquiries, take and relay messages, transfer calls, mail or fax requests

Reasoning Ability:

Apply common sense understanding to carry out instructions furnished in written, oral or diagram form

Apply cumulative knowledge to new situations

Language Skills:

Ability to read and comprehend simple instructions, short correspondence & memos

Ability to listen to and follow verbal directions; read and comprehend written instructions and correspondence

Ability to effectively present information to co-workers and the general public

Ability to write letters or correspondence

Apply correct grammar, punctuation and spelling; use good English

Math skills:

Knowledge and application of basic math (arithmetic, algebra, geometry, ratios, proportions, percentages and conversions)

Receive cash related to payments received; make change; process account invoices; write receipts

Other Office Skills:

Skills in operating a typewriter, computer, various printers, fax machine, copiers, calculators, shredder and other office equipment are necessary

Compute, record, compile, copy, sort, organize and maintain records, reports and other information of both public and confidential nature

Read, interpret and process a variety of documents (including deeds, legal descriptions, Real Estate Transfer Declarations, maps and forms)

Utilize computer to maintain a variety of records, enter and update data including name and address changes, assessments and exemption information, post changes to permanent record books and property record cards and other files, checking the results against computerized print-outs

Type and proofread applications, reports, correspondence, forms, and other information

Use word processing and spreadsheet software

Perform other such duties as may be assigned

Physical Demands:

The employee is regularly required to sit, stand, walk, stoop, kneel, crouch, reach with hands and arms, and use hands to touch and handle. The employee must also talk, hear, and have vision ability which includes close vision, distance vision and depth perception. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Normal office working conditions. The noise level in the work environment is quiet to moderate with occasional louder noise disruptions.