

CLASS TITLE: TAX ASSESSMENT CLERK - 35 Hours

1. Duties that are characteristic as to type and level:

Supervisory administrative and sub-professional work in connection with the general work of assessing and record keeping in the Tax Assessor's Office.

2. Typical tasks or assignments:

Applies veterans' exemptions on tax roll to real estate, automobiles, business establishments, boats and furnished rooms; keeps list of disabled veterans, and applies disability percentages to their real estate or personal property; processes elderly exemption forms, and figures the percentage entitled to on tax roll; verifies veteran's exemption granted against tax roll for real estate and personal property; prices all motor vehicles; assists in the preparation of reports and budgets; supervises typing, filing and other clerical functions; assists in explaining rules and regulations of the Assessor's Office to the attorneys, title searchers and the general public.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

Not less than six years of satisfactory experience in the general field of personal and real property assessment.

Or a satisfactory equivalent combination of experience and education.

b. As to special knowledge, ability and skill:

Good knowledge of the principles and practices of the assessment of real and personal property.

Good knowledge of the methods practices and routines of the Tax Assessor's Office.

Ability to lay out work for others, to direct them in their work, and to get them to work together effectively.

Ability to make detailed mathematical computations.

Typing ability.