

Hendricks County Job Description

Title: Assessment Clerk

FLSA Status: Non-exempt

Department: Assessor

Pay Band: OSS 3

Supervisor: Assessor

Purpose of Position: Establishes assessed values per real estate parcel and personal property.

Essential Functions:

- Enters and maintains residential parcel data in assessment computer system.
- Creates and/or deletes parcel numbers, ownership deeds and legal descriptions from splits of land in large subdivisions, minor plats and agricultural and rural residential areas.
- Enters new construction and maintenance of improvements data in computer system by interpreting information from the field appraiser, sketching the outline of the house in the computer and applying the assessed value.
- Updates ownership and address information in the computer system, and verifies legal description of the deed with computer description.
- Calculates land value by determining lot size and applying it to an equation to figure a base rate.
- Receives phone calls and visitors, answers questions or refers to the appropriate department.
- Receives homestead exemption applications from Auditor's Office, calculates amount of homestead credit, inputs the amount in the computer system and on the application and returns it to the Auditor's Office.
- Assists taxpayers, township assessors, realtors, appraisers and abstractors in obtaining and explaining information on property record cards, sales disclosures, personal property assessments and general property information.
- Processes consent to transfer forms received from attorneys and financial institutions regarding inheritance tax.
- Calculates corrects and balances personal property returns and enter information in the computer system.
- Balances real and personal property values with those calculated in the Auditor's Office, researches discrepancies and ensures that corrections are made.
- Provides appraisal company with copy of the permit, plat and property record card for property assessment.

Non-Essential Functions:

- Performs research in other offices pertaining to properties and ownership information.
- Performs annual mass mailings informing taxpayers of assessment changes.

- Performs other duties as assigned.

Education & Qualification Requirements:

- High school diploma or GED
- Basic computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Good organizational skills
- Ability to work basic math problems
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail

Responsibility:

Incumbent works under established guidelines and procedures. Tasks are fairly routine, but require some selection of applicable methods and procedures. Errors in work can cause moderate inconvenience to the public or loss of time to the department, but are usually detected through supervisory review.

Working Relationships:

Working relationships are with supervisor, associates in same department, other county departments and the general public for the purpose of communicating factual or procedural information.

Working Conditions & Physical Demands:

Work is performed in a standard office environment.

I have read and understand this job description, and its relationship to the position I occupy.

Signature

Date

Printed Name