

HENDRICKS COUNTY JOB DESCRIPTION

Title: Personal Property Clerk (PT)
Department: Assessors Office
Supervisor: Assessor

FSLA Status:
Pay Band:
Date Prepared:

Purpose of Position:

Assists Personal Property Supervisor and Assistant in maintaining all Personal Property (PP) and Annually Assessed Mobile Homes (AAMH) for Hendricks County.

Essential Functions:

- ▶▶ Personal Property and Mobile Homes
 - ✓ Opens and sorts mail during personal property time.
 - ✓ Enters Personal Property and Annually Assessed Mobile Homes into system.
 - ✓ Files PP filings and AAMH assessments.
 - ✓ Assists in addressing any problems or questions from auditor's office, treasurer's office and/or general public..
 - ✓ Helps organize files from year to year.

Non-Essential Functions:

- ▶▶ Performs other duties as assigned by County Assessor, Deputy Assessor, Personal Property Supervisor and/or Assistant.

Education and Qualification Requirements:

- ▶▶ High School Diploma or GED.
- ▶▶ Excellent math skills.
- ▶▶ Experience and knowledge of all Microsoft Office applications.
- ▶▶ Ability to problem-solve.
- ▶▶ Ability to multi-task and complete work effectively amidst frequent distractions and interruptions.
- ▶▶ Ability to effectively communicate orally and in writing with co-workers, the public, realtors, title workers/preparers, closing agents and legal representatives.
- ▶▶ Ability to competently serve the public with diplomacy and respect, including frequent encounters with irate/hostile persons, either in person or on telephone.
- ▶▶ Ability to understand and follow written and oral instructions/directions and appropriately respond to constructive criticism.
- ▶▶ Ability to work alone and with others with minimum supervision and maintain appropriate, respectful interrelationships with co-workers and public.
- ▶▶ Ability to properly operate standard office equipment and programs including adding machine, calculator, printer, copier, fax, telephone, etc.

- ▶▶ Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, office attire, and personal conduct.

Responsibilities/Difficulty of Work:

Duties are varied in scope, and involve many variables and considerations of substantial intricacy. Must exercise independent judgment in ensuring compliance with all other departments and/or agencies. The individual needs to exhibit extreme accuracy and detail to prevent substantial financial repercussions to the taxpayer and the County. Any error in work/judgment not only has a dollar value associated, but could also result in embarrassment to the Assessors Office and /or the County and departments therein.

Personal Working Relationships:

Individual maintains communications with Assessor, Chief Deputy Assessor, co-workers, other county departments, and the public for the purpose of exchanging/collecting information, explaining/ interpreting data and procedures, and solving problems encountered during daily work or presented by the taxpayer.

Individual reports directly to Personal Property Supervisor.

Working Conditions and Physical Demands:

Individual performs all duties in a standard office environment. Frequently encounters irate or hostile persons in office and on telephone.

Individual occasionally works extended, weekend, and/or evening hours and must occasionally attend classes out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date