

ASSESSING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of office work and field work of a routine nature which involves assisting in gathering, assembling and recording data relating to property assessment and the preparation and maintenance of records in the Assessor's Office. The work is performed under the supervision of the Assessor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists Real Property Data Collector in fieldwork to gather, assemble, collect and record data, relating to property assessment for valuation purposes;
Enters information into the Real Property System, (electronic data processing system), such as property transfers, name changes assessment changes, property sales records; revising assessment rolls to reflect the current owner, address lot size property type, etc.;

Prepares assessment and other relevant materials for the tax roll;
Assists Real Property Data Collector and Assessing Clerk I in reviewing building permits to accurately reflect current changes to the property record card and Real Property System, (electronic data processing system);

Maintains records and prepares basic reports from assembled data;
Answers routine questions and provides general information to the public by phone, mail and in person;

May assist in making changes to floor/building plans, plot plans, on property record cards and the Real Property System, (electronic data processing system), to accurately reflect current property condition;

May assist in verifying tax exemptions for veterans and the elderly;
May assist in checking and verifying assessment rolls and records;
May assist in preparing reports concerning changes in the tax rolls;
May assist in checking and verifying buildings and land measurements;

Operates a variety of office machines in the performance of clerical work such as photocopy, Real Property System (electronic data processing system), calculator, fax machine, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English; ability to understand and carry out basic oral and written directions; ability to prepare simple reports; ability to maintain records; ability to communicate effectively.

(over)

MINIMUM QULIFICATIONS: Graduation from high school or possession of an equivalency diploma and Four (4) years of office clerical or business experience.

NOTES:

1. An Associate's degree may be substituted for two (2) years of the required experience.
2. Possession of a Bachelor's degree may be deemed fully qualifying.