

**GENESEE COUNTY**

**ASSESSMENT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work involving the upkeep of assessment maps and the preparation of the assessment roll. The work is performed under direct supervision. Supervision may be exercised over the work of clerical assistants. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Records new assessments in field books and on cards;  
Assists Board of Review with general required information;  
Records Board of Review decisions on field books and on cards;  
Assists in compiling reports and questionnaires to be filed with the County and the State;  
Answers numerous requests for information concerning assessments and land locations;  
Maintains computer file inventories for data entry into the Assessment Roll and Levy Module and Data Management System;  
Assists with the preparation and recording of property-tax exemptions;  
Conducts routine correspondence on matters where policies and procedures are well defined.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Good knowledge of record keeping practices and office terminology, procedures and equipment; working knowledge of the field of real estate and assessment; good knowledge of mathematics; ability to make simple sketches, maps, and plans; ability to type accurately and at an acceptable rate of speed; accuracy; keenness of observation.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear and occasionally walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, and three (3) years of full-time, paid experience in **EITHER:**

A. Graduation from high school or possession of an equivalency diploma, and three (3) years of full-time, paid experience in a clerical position in an Assessor's Office;

**OR:**

B. Graduation from high school or possession of an equivalency diploma, and three (3) years of full-time, paid experience in a clerical position in a real estate office involved with the transfer of real property;

**OR:**

C. Graduation from high school or possession of an equivalency diploma, and three (3) years of full-time, paid experience in a position involving the searching of records in verifying titles of real property;

**OR:**

D. An equivalent combination of the above training and experience.

**NOTE:** Part-time, paid experience in the above areas may be considered on a pro-rated basis.

Competitive Class

Adopted 2/26/85

Revised 3/20/00, 6/20/00, 10/24/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.