



COLUMBIA COUNTY, OREGON
JOB TITLE: ASSESSMENT CLERK I
DATE: OCTOBER 1, 2023

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| EXEMPT (Y/N): | No | CLASSIFICATION: | CSC |
| DEPARTMENT: | County Assessor | JOB CODE: | 021 |
| SUPERVISOR: | County Assessor | SALARY RANGE: | 21 |
| UNION (Y/N): | Yes | LOCAL: | AFSCME 1442 |

GENERAL STATEMENT OF DUTIES: Perform duties to prepare, complete, update, maintain, organize, and understand assessment records. Process applications and documents related to tax deferrals and exemptions. Assist the general public with assessment questions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Answer telephones and assist customers at the counter regarding location and ownership of real property and manufactured structures in the county. Assist customers with assessment and taxation questions and concerns. Conduct general research. Accept and document fees, respond to customer questions, and provide general information and forms. Discuss general statutory or office procedures as they relate to real and personal property assessment. Communicate and distribute information as appropriate.

Provide forms, verify, maintain, create, change, distribute, and delete records of ownership and other data for manufactured structures in both state and county records.

Process applications and maintain records for specialized programs such as senior citizen's deferral, veterans' exemption, farm/forest special assessments, and manufactured homes. Perform data entry to record appropriate information on changes for the specialized programs.

Verify and make changes in records of ownership, lot and block legal descriptions, and acreage changes made in the county for real and personal property accounts.

Recognize, compile, organize, maintain, create, and remove various printed and electronic records, files, spreadsheets, documents, and other data associated with assessment and taxation.

Provide excellent customer service when working with county taxpayers, title companies, law offices, representatives from the cities, county taxing districts, and business owners to resolve issues and concerns. Provide specialized assessment, taxation, and general clerical support and data entry for the Assessor's Office, to include photocopying, composing letters, scanning documents, filing, or retrieving various types of records, map printing, form completion, preparing, distributing, and processing mail. Assist all staff within the Assessment or Tax Departments as needed.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.



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SUPERVISION RECEIVED: Work is performed under the general direction of the County Assessor who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. One year work experience in an office environment. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Six months of work experience in a county Assessor's Office, tax office, title company, real estate office, accounting field or related area. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of the laws and regulations relating to the assessment of real and personal property. Knowledge of office practices and procedures.

Skill in general business software and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Accurately prepare, update, complete, maintain, organize, retrieve, understand, and communicate about various forms and publications.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.



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WORK ENVIRONMENT: 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 essential functions.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***