

DEPARTMENT: AUDITOR/ASSESSOR
POSITION: PART-TIME CLERK
REPORTS TO: AUDITOR AND ASSESSOR
FLSA STATUS: NON-EXEMPT

Job Description: Under general supervision, assists in customer service and the operational duties of the Assessor's Office and the Auditor's Office.

Essential Job Duties:

Auditor: Validates all property tax credit/exemptions using the County's real estate software.

Auditor: Assists with election administration, as needed.

Auditor: Maintains general knowledge of the Real Estate transfer processes and assists the GIS Clerk with research.

Assessor: Maintains residential, commercial, industrial and agricultural real estate sales information.

Assessor: Assists with assessment maintenance.

Assessor: Processes construction applications.

Auditor/Assessor: Performs a variety of clerical and office support duties, including customer service via telephone and for visitors to the office. Proficiency in Microsoft Office products, including Excel, Word, and Outlook as well as other specialized software is required to be acquired and maintained.

Auditor/Assessor: Other duties as assigned.