

HELP WANTED

Palo Alto County Assessor's Office Clerk

- Perform general office duties and assist in providing information, researching and entering assessment data.
- Assist property owners with tax credit and exemption applications.
- Provide in person or by telephone answers to questions regarding assessment values, legal descriptions and related information maintained in the County Assessor's office.
- Maintain a professional attitude and appearance while representing the assessor's office.

This is a full-time position, with an excellent benefits package.

Applications and job descriptions are available at
<http://paloaltocountyiowa.com/department/assessor>
or from the Palo Alto County Assessor's Office

A complete application, along with a resume and a cover letter can
be returned to the Assessor's office by 4 pm, May 12, 2023.

(Emailed documents will not be accepted.)

Palo Alto County is an equal Opportunity Employer

**JOB DESCRIPTION
PALO ALTO COUNTY**

CLERK

Job Summary

Performs general office duties and assists in providing information, researching and entering assessment data. Assists property owners with tax credit and exemption applications. Maintains manual and computer assessment records. Maintains a professional attitude and appearance while representing the assessor's office. Performs any and all other duties or responsibilities as directed by the assessor or the office manager.

Essential Duties

Provide in-person or by telephone answers to questions regarding assessment values, legal descriptions and related information maintained in the County Assessor's office.

Maintain property record cards and computer software programs including administrative and valuation programs.

Inform realtors, independent appraisers and property owners of the locations of property, soil types and related information.

Assist in processing Declarations of Value including necessary research of documents.

Assist in the property appraisal process both in the field and in the office as required.

Attend schools, conferences and meetings as required by the assessor.

Participate in the decision-making process and daily operation of the office.

Perform general office duties including typing, filing, payroll and preparation of reports.

Assist customers at counter:

 Explain assessment process and values.

 Provide copies of property record cards and declarations of value as requested.

 Explain tax credit and exemptions upon request and provide appropriate application.

Assist with the update property sales pictures and sales book.

Assist in the preparation and mailing of assessment rolls.

Assist at times in performing "splits" of property, including identification of the various divisions of land and property.

Any other duties or responsibilities as directed by the county assessor.

Knowledge, Skills and Abilities Required

Knowledge of:

State of Iowa laws pertaining to the assessment of property for taxation with emphasis on "market value" as provided in Code section 441.

state laws relating to tax exemption

basic knowledge of assessment process

taxpayer and property owner rights relative to the taxation of property

eligibility requirements for Homestead and Military credits, Forest Reserve and other state and federal credits

Ability to:

read and locate property descriptions from maps and other source materials

tactfully and courteously communicate in potentially volatile situations.

Qualifications

Graduation from high school or GED equivalency supplemented by post high school education training in property assessment and appraisal or some practical experience in a related field, i.e., realtor, building construction, etc.

Must have a valid driver's license.

Must have a vehicle available for paid field use.

Minimum Physical and Mental Abilities Required to Perform Essential Functions

Manual and finger dexterity sufficient to use typewriter, calculator, computer keyboard and related office equipment. Adequate vision regarding numerical/clerical and forms perception is required.

Job does not involve extensive physical activity, movement of strength. However, there are periods when sustained standing are required as well as periodic bending, stooping, reaching, climbing steps, lifting and moving records and books of moderate weight (less than 30 lbs.) are required.