

Job Summary:

Performs a variety of clerical tasks regarding personal property assessment under the supervision of the Assessor.

Essential Duties and Responsibilities:

- Assist the public at the front counter and by telephone, providing information regarding Assessor functions and personal property assessment process.
- Interview walk-in customers to determine tax liability and responsibilities.
- Determine and assign proper taxing districts.
- Determine and perform issuance of court orders to add or delete tax roll information for individual accounts.
- Contact vehicle dealerships to research new vehicle values not listed in NADA reference materials.
- Complete lists for questions regarding individual account data.
- Sort and file assessment printed materials and records.
- Enter data for assessment information, address and name changes.
- Photocopy printed materials.
- Collect service fees, issue receipts, and deposit funds with County Treasurer.
- Sort and file assessment printed material and records.

Education/Experience:

- Operate office equipment, including but not limited to: copy machine, computer, phone.
- Prepare personal property documents.
- Determine correct address for returned mail.
- Review current assessment lists and help revise probable changes in assessment list.
- Perform all other duties as assigned.

Required Knowledge, Skills and Abilities:

- Ability to classify, compute, and tabulate data and information following a prescribed plan requiring the exercise of some judgement.
- Ability to compare, count, differentiate, measure, and sort information.
- Ability to assemble, copy, record, and transcribe data and information.
- Ability to utilize a variety of advisory data and information, such as spreadsheets, statistical and narrative reports, assessment lists, information forms, indexes, code manuals, policies, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally and in writing with customers, vendor representatives, attorneys, County personnel, and State Tax Commission personnel.
- Ability to add, subtract, multiply, divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgement, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to operate a variety of office equipment; including but not limited to computer, telephone, fax machine, calculator, and copy machine.
- Ability to recognize and identify degrees of similarities or differences between characteristics of forms and sounds associated with job-related objects, materials and tasks.
- Able to work independently and as part of a team.
- Proficient in Microsoft Office programs.
- Strong attention to detail and organization skills.

Job Type: Full-Time

Salary: \$18/\$20 per hour, based on experience

Schedule: 35 hours per week

- Monday to Friday

Benefits: Health Insurance, dental, vision, paid holidays, vacation, retirement plans through CERF and LAGERS, 401/457 plan.

Ability to commute/relocate:

- Kirksville, MO 63501: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Customer service (Preferred).
- Office setting and computer knowledge.

Work Location: In person

Include: A background check and drug screening are required after acceptance of a job offer.