

**MONONA COUNTY
JOB DESCRIPTION**

Position:	Assistant to Assessor	Reports to:	Assessor
Department:	Assessor	Revision date:	July 1993

GENERAL SUMMARY

Under the general supervision of the Assessor, the Assistant to the Assessor maintains the general operation of the office, assists the general public, answers questions and processes applications and transfers.

ESSENTIAL JOB DUTIES

Provides customer service to the public in a professional courteous manner. Assists customers in assessor's office by answering questions or providing information. Prepares and distributes forms including forms for homestead, military, family farm, and native prairie exemptions. Helps applicants complete forms and answers questions regarding laws and regulations. Makes photocopies of real estate cards for customers.

Processes applications for exemptions and tax credits including homestead, military, exempt property, family farm credit. Processes deeds, contracts, changes in titles. Checks documents such as property cards and deeds for accuracy. Records information in tax books, property cards, and computer. Maintains files containing names, addresses and owner numbers for all county property owners.

Monitors legislative materials and assessor publications to obtain information relevant to assessor's office. Files information, updates and implements appropriate changes to maintain compliance with state and federal legislation.

Maintains records and files within the County Assessor's office. Checks real estate cards and makes appropriate changes in value on cards. Processes name changes on deeds and contracts. Maintains files containing real estate cards, deeds and contracts.

Participates with assessor and deputy assessor in estimation of property values. Uses Iowa Real Estate Manuals to calculate basic pricing of residential property, remodeling and additions. Researches land descriptions and errors to maintain accuracy of public records.

Performs a variety of general office duties including answering telephone, operating office equipment and related tasks. Types various documents including business letters, forms, and applications. Prepares real estate rolls and tax books using computer. Balances books and mails real estate rolls to tax payers as required by law.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of standard office practices and procedures.

Knowledge of the principles and procedures of real property appraisal and assessment, mapping and tax assessment.

Knowledge regarding location of various information within the assessor's office and other courthouse offices.

Knowledge of procedures for signing up county residents for programs offered through Assessor's office. Knowledge of the various forms available in the Assessors office.

Knowledge of procedures for transferring ownership of real estate.

Skill in making judgments regarding building quality and property values.

Skill in effectively answering questions regarding assessment decisions and laws.

Skill in dealing with public in a courteous, helpful manner.

Ability to prepare reports and complete forms. Ability to write legibly.

Ability to operate standard office equipment such as telephone, computer, typewriter, photocopier, and calculator.

Ability to maintain orderly files and records using standard alphabetical and numerical sequencing.

Ability to lift and carry heavy boxes of paper weighing up to 30 pounds.

Ability to read legal land descriptions and find location on aerial maps and plats.

ENTRY REQUIREMENTS

High school diploma or G.E.D. equivalent.

WORK ENVIRONMENT

Work is performed inside. Incumbent works while seated at desk, standing at counter or leaning over table. Frequent walking, kneeling, bending and other movements may be required.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties, or combine positions at any time.