



Position Description

Kenai Peninsula Borough

Assessing Clerk / Senior Assessing Clerk

Service Type: Classified, Range J/K

Definition: Under the general direction and supervision of the assessing administration manager, the assessing clerk represents the assessing department as the primary point of contact for public inquiry and is responsible for maintenance of assessment records including data input of building sketches, appraisal and information. The Senior Assessing Clerk position is responsible for maintaining a higher level of review and record maintenance and includes responsibilities involving subdivision processing and taxability of personal property to include boats and aircraft. The Senior Assessing Clerk position upgrade to the higher salary range (K) is not automatic but is conditioned upon budgetary restrictions and management's review of the individual competency and capabilities of the assessing clerk employee.

Minimum Qualifications: High school diploma. One year of experience in data entry/clerical work, familiar with computer processing, accurately and proficiently type a minimum of 40 wpm, operate a ten-key calculator by touch at a minimum of 5000 kph. Ability to function in stress related environment; Must be able to interact effectively with the public and handle difficult situations.

Preferred Qualifications: Twelve (12) months experience in an assessor's/appraisal office, or related field. Recent experience with appraisal sketching software.

Senior Clerk: Must demonstrate advanced skills with word processing and spreadsheet applications (Advanced Excel test required). Demonstrated ability to read subdivision plats to determine ownership and area of resulting parcels and ability to identify parcels on map using aliquot part descriptions. Persons who exhibit proficiency with entry level Assessing clerk position may be eligible for advancement to senior clerk after 18 months of employment in an assessor's office at the Assessing Clerk level and based upon position availability, budget and other considerations at the sole discretion of the Department Head.

Preferred Qualifications: Three years' experience in an assessor's/appraisal office at the Assessing Clerk level.

Essential Functions:

- Greets visitors, ascertains nature of business and responds to requests for service and information and conducts them to the appropriate official when necessary.
- Interprets and troubleshoots property owner concerns regarding administrative errors made in assessments and/or resulting tax.
- Inputs land attributes, building sketches, and structure element information from appraisals into CAMA system. Reconciles errors and inputs corrections.
- Catalogs and edits digital images, prepares them for printing and import into the CAMA system
- Prepares and maintains assessment records for real and personal property. Creates and deletes accounts as warranted.
- Receives and responds to routine personal property correspondence and address change requests.
- Receives exemption applications from residents, explains exemption programs and checks applications for completeness.
- Conducts limited ownership research involving chain of title records. Prepares general correspondence dealing with real and personal property accounts.
- Reads legal descriptions and maps to locate parcel information and account numbers.
- Makes changes to parcel data as required, including taxing jurisdiction, physical addresses, legal descriptions and property classification.
- Prepares documents for archiving and inputs data into records management system for microfilm and/or storage.

1. **Senior Clerk**

- Makes limited adjustments to valuations and assists in solving other concerns or inquiries.

- Analyzes subdivision plats and current parcel maps to determine new parcel numbers and ownership. Inputs new subdivision and parcels into system and retires old parcels. Determines corrected legal description of non-platted remainder parcels.
- Reviews situs survey records of boats and aircraft to verify accuracy of filing and determination of taxing jurisdiction.
- Assists in determining which boats and aircraft are added to the assessment roll by verifying sufficiency of situs dates.

Other Functions:

- Conducts audits of address information and property classification codes for accuracy.
- Processes tax certificates and request for estimated tax bills on new subdivision filings.
- Other related duties as assigned.

1. **Senior Clerk:**

- Instruct temporary and new assessing clerks in the use and input techniques of the personal and real property assessment systems.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally, and to use hands and fingers dexterously to operate office equipment; regularly required to sit; and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Requirements:

1. **Examination:** Related skills tests as required.

Position Description Record:

Date Updated: 11.26.2019

Reason for Update: Revised

Date Updated: 11.05.2019

Reason for Update: Reformatted

Date Updated: 08.16.2012

Reason for Update Approved in FY-13 Budget, Re-classification to split range
