Dawes County
Job Description

Job Title: Office Assistant/Clerk **Name:**
Department: Assessor's Office **Date:**

JOB DESCRIPTION SUMMARY:
The Office Assistant/Clerk will be responsible for providing varied clerical functions, which involve moderately complex work methods and problems, and the application of independent judgment and interpretation of office policies and regulations. This position reports directly to the Deputy Assessor.

RESPONSIBILTIES:
1. Maintain various filing systems and input data onto the computer, assuming responsibility for accuracy.
2. Communicate in a respectable manner to other personnel, county officials and the general public.
3. Answer the telephone, take messages, refer callers to appropriate sources for assistance or provide information to callers according to departmental policies and procedures.
4. Assist with the maintenance and process of personal property, Homestead Exemption Applications, real estate property and mobile home records. Verify rosters and process mailings.
5. Assist with permissive exemptions; homestead exemptions and property transfers.
6. Assist with GIS mapping
7. Perform general office duties which include, but are not limited to: typing, filing, copying and processing county claims.
8. Other duties as assigned by the Assessor or Deputy Assessor.

QUAILIFICATIONS:
1. High School Graduate or equivalent.
2. Computer experience. MS Office.
3. One year office experience.
4. Type at least 40 wpm.

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:
1. Ability to work independently, prioritize work and meet deadlines.
2. Ability to maintain confidentiality of departmental documents and transactions.
3. Ability to understand instructions and communicate effectively, both orally and in writing.
4. Working knowledge of general office procedures, standard clerical techniques and use of office equipment.
5. Perform accurate input and retrieval functions utilizing personal computers.
6. Establish and maintain effective working relationships with the general public, elected officials, supervisors and fellow employees.
7. Ability to deal with citizens that may execute offensive manners.
8. Work is performed in an office sitting and requires data inputting, sitting, standing, lifting and carrying, reaching overhead and bending/stooping to retrieve items and supplies and other general office functions, along with stress derived from dealing with public and changes in office routines.

ORGANIZATIONAL RELATIONSHIPS:

Supervision Received:	Dawes County Deputy Assessor
Supervision Given:	None
Evaluation:	An Initial evaluation is given after a 6-month probationary period then subsequent annual evaluations every July. Probationary and annual Evaluations are given by the Assessor and Deputy Assessor.
Salary Increases:	After the initial probationary period an increase in the employee's salary will be dependent upon the results of the

initial evaluation. Subsequent annual increases in January of each year will be dependent upon budget considerations as approved by the Dawes County Commissioners and implemented in January of each year.

QUALIFICATION REQUIREMENTS:

Education:	High School equivalent
Experience:	The use of MS Office with any combination of education, training and work experience that will enable the incumbent to perform the duties and responsibilities of the position in and efficient and effective manner is acceptable. Have knowledge of standardized practices, procedures, rules or operations plus one year of clerical work experience. In addition, the incumbent shall be able to type a net speed of 40 wpm.

PHYSICAL REQUIREMENTS:

Must be physically able to perform the functions of the position as provided by this job description including but not limited to:
Light Lifting;
Push/Pull file cabinet and desk drawer doors daily;
Push/Pull typewriter and/or keyboard, calculator and telephone daily;
Open and process mail;
Able to read, write and orally communicate effectively;
Able to use various office equipment daily;
Able to retrieve items/supplies from overhead shelves;
Able to bend/stoop to retrieve/replace items from lower shelves daily; and/or
Able to enter data on a computer.

MENTAL REQUIREMENTS:

Must have basic mathematics, reading, remembering, reasoning skills and customer service skills to satisfactorily perform the essential functions of the job.

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Employee Signature Date Official Signature Date