

Beaver County, Pennsylvania
CLASS DESCRIPTION

POSITION TITLE: Assessment Clerk
Classification Number: 117007
DEPARTMENT (S): Assessment

There is currently a Grade 4 Full Time S1 clerk position open in the Assessment Office. This position is 35 hours per week at a rate of \$12.31/hour. Bids will be accepted in the Human Resources Office no later than the close of business on October 4, 2019.

The discretion of the Beaver County Board of Commissioners will determine when the position will be filled.

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the position is to receive and record payments from taxpayers and to maintain the proper flow of information in order to complete assessment/tax claim processes. Work also involves contact with the general public to collect monies and to issue appropriate remittances with valid receipts. This position requires the proper and efficient collection of data regarding Assessment roll and Tax Claim dockets.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Prepares, performs data entry and proofs information relative to Assessment Roll Closing and Certification, Tax Claims Dockets, and Median Assessment Lists relative to Act 1 of 2006

Review, analyze, date entry real estate information obtained from various sources, including field surveys, deeds, subdivisions, taxing authorities, taxpayers and other professional entities, verifying accuracy, format and completeness.

Review, analyze and determine compliance of parcels participating under the Act 319 Clean and Green, computing rollback calculation and preparing notice of violation when necessary.

Creates, generates, copies, reviews and analyzes reports as needed including notices, property lists, tax maps, tax claim dockets, median assessment lists and others as needed.

Accepts payment, credit accounts, makes change and generates receipts for discharge of delinquent real estate tax claims.

Performs accounting and bookkeeping responsibilities including creation of balance sheets on daily receipts and sale accounts, preparing necessary documentation for daily deposits, creating transmittals, scanned checks, deposit slips and other tasks relative to necessary documentation for auditing purposes.

Provides acceptable information and answers questions regarding real estate assessment information for ad valorem purposes and delinquent real estate tax claim information to the general public, real estate professionals, attorneys and other parties.

Creates, completes and expedites paperwork necessary for recording deeds from statutory tax sales, address changes, appeal forms, homestead exclusion and others as needed.

Assessment Clerk

Collects, notarizes and files taxing district returns of delinquent real estate taxes, field posting of return and claim and sale notices and acknowledges proper completion of maintenance forms directing change to assessment data or tax claim files.

Completes and files necessary claim filings to the US Bankruptcy Court.

Approves or denies Homestead Exclusion applications pursuant to Act 1 of 2006.

Reviews, analyzes and determines outcome of appeals from denial of homestead exclusion, recommending revision or continued denial.

Complies and reviews Homestead Exclusion data base for use in creating median assessed value reports to school districts pursuant to Act 1 of 2006.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by college level course work or vocational training in business; supplemented by up to two (2) years previous experience and/or training involving real estate fundamentals and computer skills/software applications, or an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Assessment Clerk

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.