

**Beaver County, Pennsylvania**  
**CLASS DESCRIPTION**

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

**There is currently one Full-Time S1 grade 4, Assessment Clerk position open within Assessment Office. Hourly rate of pay is \$15.50 at 35 hours per week.**

***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 and proofs real estate and occupational tax bills and duplicates for county, school districts, townships and tax collectors from compiled computer records.

Enters real estate information, drawings, pictures and other information needed to assess taxes. Reviews information entered for accuracy, format and completeness.

Reviews maps, parcels, subdivisions and other information for assessment.

Creates and generates new reports as needed such as notices, proof listings, paid taxes and others as needed.

Enters paid tax bills to computer records.

Provides information and answers questions regarding real estate and occupational taxes from the public, real estate professionals, attorneys and other interested parties.

Compiles information for assessment, mapping and databases. Enters deed changes and creates state tax equalization reports.

Assists taxpayers with payment of delinquent taxes. Makes daily deposits to the Treasurer's Office consisting of transmittals, microfilmed checks, and deposit slips.

Expedites paper work necessary for recording deeds from Upset Sales, Judicial Sales, Private Sales, Repository Sales and Commissioners Sales.

Collects and notarizes Tax Collector Filing Sheets, files Tax Records and Bankruptcy notices, submits Account Payable Forms for refunds of overpayment of taxes.

**MARGINAL FUNCTIONS**

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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.

**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

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qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.