

ASSESSOR'S CLERK TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a training position involving the performance of clerical and technical duties in connection with the establishment and maintenance of a municipal assessment role. Assigned tasks will become increasingly more difficult with the development of the trainee's knowledge, skills and abilities. Work is performed under the direct supervision of the Assessor. This position does not involve supervisory duties.

TYPICAL WORK ACTIVITIES:

Assists in inspecting property and viewing building interiors in order to obtain data pertaining to property valuation;

Assists in taking and recording property measurements and identifying site characteristics;

Transfers data collected in the field onto property assessment cards and assists in the maintenance of assessment files;

Makes assessment roll changes resulting from property transfers, name changes, etc.;

Performs routine filing, alphabetizing and other clerical duties in connection with the operation of the Assessor's Office;

Answers telephone and schedules appointments for the Assessor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability and willingness to learn assessment principles, procedures and practices; working knowledge of office terminology and procedures; ability to make arithmetic computations; ability to get along well with others; ability to understand and follow oral and written instructions; clerical aptitude; and good judgment.

MINIMUM QUALIFICATIONS: There are no academic or experience qualifications for this title.

To be eligible for appointment, candidates must demonstrate entry level clerical aptitude and

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competence by successfully participating in an entry level clerical examination.

