



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Personal Property Clerk</u>	NEW: <u>X</u>	REVISED: <u> </u>
	(Please check one)	
REPORTS TO: <u>Assessor</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Assessment</u>	JOB CODE: 604	

DEFINITIONS:

With general supervision, assists customers in person and over the telephone, prepares tax waivers and tax bills for personal property, prepares forms for tax refunds, and writes letters for tax exempt organizations in accordance with state law.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Assists customers in person and over the telephone; directs them to appropriate offices based on their questions; researches tax records and contacts other counties to determine whether back taxes are owed; checks vehicle book to determine the values of vehicles; updates personal property records; prepares tax waivers, tax bills, and refund sheets; types tax-exempt letters; prints and faxes real estate assessments.

Enters personal property declarations; looks up values for farm equipment and large trucks; calculates adjustments for high mileage vehicles; researches value of business furniture and equipment; contacts taxpayer by phone and in writing to gather additional information; scans documents; records information in computer system and in log books.

Answers and directs incoming calls; responds to questions regarding declarations, second notices; delinquent notices and extensions; provides information on how taxpayers can update their personal property records; research and provide information on property ownership and real estate values; provides information to banks and lenders.

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping, office equipment and computer software.
2. Knowledge of County and State rules and regulations regarding personal property.
3. Knowledge of Boone County policies and procedures.
4. Skill in the use of a personal computer.
5. Skill in establishing and maintaining cooperating working relations with other Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED and two years secretarial / office management experience; ability to type 45 wpm.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping and office equipment and computer software.
2. Good knowledge of County and state rules and regulation regarding personal property.
3. Good knowledge of Boone County policies and procedures.
4. Skill in supervising office staff, and in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial/office management experience; ability to type 45 wpm.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)