

## Emmet County Assessor's Office

### Job Description

Job Title: Office Clerk  
Department: Assessor's Office  
Supervisor: Assessor & Deputy Assessor

### WORKING CONDITIONS

Status: Part Time - 20 hours/week, (or more if required)  
Working Days: Monday through Friday  
Hours per day: 4 (or more if required)  
Travel required: Some

### SUMMARY

Provides general office, clerical and related administrative support operations as well as minor appraisal functions. The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

***Learn and be able to adequately explain to the public the definition of market value as it relates to assessments. Learn and be able to explain how values are derived and how the protest process works.***

- Primary counter and phone respondent.
- Assist general public with questions pertaining to all office procedures, including those of other county government offices and directing the person to the appropriate office for further details.
- Provide in-person or by telephone answers to questions regarding assessment values, legal descriptions and related information maintained in the County Assessor's Office.
- Maintain property record cards and computer software programs including administrative and valuation programs.
- Inform realtors, independent appraisers and property owners of the locations of property, soil types and related information.
- Assist in the property appraisal process both in the field and in the office as required.
- Attend schools, conferences and meetings as required by the assessor.
- Perform general office duties including typing, filing, preparing monthly expense claims.
- Assist in the preparation and mailing of assessment rolls.
- Sign up taxpayers for all tax exemptions i.e. military and homestead, family farm, forest reserve, native prairie, BPTC, etc.; explains appropriate laws and policies regarding the assessment process.
- Enter assessment values for reconciliation purposes.
- Any other duties or responsibilities as directed by the county assessor.

## Knowledge, Skills and Abilities Required

### Knowledge of:

- State of Iowa laws pertaining to the assessment of property for taxation with emphasis on “market value” as provided in Code section 441.
- State laws relating to tax exemptions
- Basic knowledge of assessment process
- Taxpayer and property owner rights relative to the taxation of property
- Eligibility requirements for Homestead and Military credits, Forest Reserve and other state credits

### Ability to:

- Read and locate property descriptions from maps and other source materials
- Tactfully and courteously communicate in potentially volatile situations.
- Willingness and ability to acquire specialized experience in other program areas through on-the-job training or completion of prescribed course work and other training programs.

### Qualifications:

- Graduation from high school or GED equivalency
- Must possess and maintain a valid driver’s license and vehicle insurance.

### Minimum Physical and Mental Abilities Required to Perform Essential Functions:

- Manual and finger dexterity sufficient to use typewriter, calculator, computer keyboard and related office equipment. Adequate vision regarding numerical/clerical and forms perception is required.
- Job does not involve extensive physical activity, movement or strength. However, there are periods when sustained standing are required as well as periodic bending, stooping, reaching, climbing steps, navigating many types of grades and terrain, lifting and moving records and books of moderate weight (less than 30 lbs) are required.

# Emmet County Iowa

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_