JOB POSTING
FRANKLIN COUNTY ASSESSOR

POSITION: **Third Deputy**
WORK SCHEDULE: **8:30 a.m. - 4:00 p.m., M-F**
JOB CATEGORY: **COMOT (Computer, Office Machine Operation, Technician)**

DATE WRITTEN: October 1996 **STATUS: Full-time**
DATE REVISED: August 2009 **FLSA STATUS: Non-exempt**

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Answers telephone and greets office visitors;
Types, prepares, copies, files and/or mails various documents as assigned;
Conducts data searches and updates/maintains computer and manual records and files, locating, reviewing, sorting/organizing, verifying information and calculations, and entering data on computer, in books, on cards and/or maps;
Personal property functions including data entry and non-taxable exemption paperwork
Data entry Sales Disclosures and coordinate paperwork.
Assists in preparing for periodic property assessment process, such as copying property cards and maps, and compiling into sections for assessment crews;
Attends training sessions/seminars as assigned or required.

REQUIREMENTS:

High school diploma or GED; Certification as Level I and Level II Assessor/Appraiser preferred;
Working knowledge of and ability to make practical application of standard practices, policies and legal requirements governing Department operations;
Ability to perform arithmetic calculations, and properly operate standard office equipment, including computer and Department software, printer, telephone, typewriter, mylar machine, planimeter, copier and calculator;
Knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and forms as assigned;
Ability to understand and follow oral and written instructions, and work alone and with others in a team environment with minimum supervision;
Ability to work rapidly for long periods, work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions;
Ability to effectively communicate orally and in writing with co-workers, township trustees, property owners and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;

Ability to occasionally work extended, weekend and/or evening hours to meet seasonal demands.

LICENSE/CERTIFICATION NEEDED: