

FAIRFIELD COUNTY
ASSESSOR'S OFFICE
ADMINISTRATIVE ASSISTANT
FLSA CLASSIFICATION: NON-EXEMPT
GRADE 12

GENERAL STATEMENT OF JOB

Under general supervision, provides clerical support in the Assessor's Office. Uses judgment to compile and maintain records of transactions and office activities. Reports to the Assessor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Retrieves deeds from Clerk of Court and verifies that correct map numbers are assigned. Inputs transfer data in CAMA system.

Opens and routes incoming mail; prepares outgoing mail.

Issues mobile home moving permits as requested.

Prints tax maps and property cards for customers as requested.

Makes property verification for banks, hospitals, and customers.

Enters data into the computer/CAMA system.

Answers phones, routing calls to appropriate person or taking messages as appropriate.

Types routine forms and correspondence. Types monthly management report for Assessor.

Receives, counts, and submits money received from mobile home moving permits, maps, etc.

Operates office machines such as adding machine, calculator, computer, and copier/scanner.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma and three to five years of clerical/general office experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computer, typewriter, copier, adding machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports, using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisor, other County employees, and the general public while exhibiting poise, voice control, and confidence.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and figure percentages; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has working knowledge of the practices, procedures, rules and regulations of the Department. Has knowledge of the general office operations, functions, and procedures. Knows of the reports, records, files and letters which must be prepared, processed, and maintained in order to meet the requirements of the Department. Has the ability to compile, organize, prepare, and maintain an assortment of records, reports, and related information. Has the ability to use commonsense understanding to perform repetitive tasks and is able to use independent judgment in routine situations which occur. Is able to communicate effectively with others both in person and over the telephone in a clear and pleasant manner. Has the ability to comprehend, interpret, and apply regulations, procedures, and office operations. Has comprehensive knowledge of the terminology used within the Department. Is able to read, understand and complete written requests and work assignments in a timely fashion. Knows how to operate a variety of equipment and machines. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to assist co-workers as necessary. Is able to complete mathematical calculations as needed. Has good organizational and human relations skills. Is able to maintain an effective filing system. Has the ability to perform duties under stressful conditions related to heavy workloads, deadlines, irate taxpayers, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.