

ADAMS COUNTY

Assessor's Office

Administrative/Appraiser Assistant

(Part time without benefits)

Department: Assessor

Pay Grade: 4

FLSA Designation: Hourly – Part Time (19 Hours/Week) Effective Date: February 16, 2018

Basic Job Description

The Administrative/Appraiser Assistant provides assistance to all aspects of the Adams County Assessor's Office and performs related work as required.

Primary Function

The principal function of this employee is to assist the appraisal department as well as the Department of Motor Vehicles and all other aspects of the Adams County Assessor's Office's duties and responsibilities,

Essential Duties and Responsibilities

The following duties and responsibilities may vary by assignment;

- Provides assistance to appraisers on property valuation, including field work and physical inspections, updating appraisal data and all other related work of the appraisal department as needed;
- Assists the public with property inquiries and requests in a professional and timely manner;
- Answers office phone calls and assists customers with general information or direction to appropriate department or staff as needed;
- Assists in the titling, registrations, and clerical duties of the Department of Motor Vehicles including VIN (Vehicle Identification Number) inspections, completing complex or difficult transactions and inquiries for customers, and handling cash from customer transactions;
- Assists the Assessor and other office personnel with various administrative tasks, such as application processes, proofing of data entry, and records management;
- Remains current on any required certification by attending courses, workshops and training seminars;
- Performs all work duties and activities in accordance with Adams County policies, procedures and safety practices.

Requirements and Qualifications

- High school diploma or GED equivalency is required;
- Two (2) years office experience and proficiency with computers and various computer programs and various computer programs is preferred, however any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;
- Knowledge of Microsoft Office programs, such as, Word, Excel, PowerPoint, Outlook and any other standard office programs as part of operation of a personal computer, as well as the ability to operate other standard office equipment;
- The ideal employee will be a team player with good customer service skills, the ability and willingness to learn and adapt to new ideas and procedures, and also be organized with attention to detail.