POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA

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

DATE WRITTEN: February 1997 **STATUS: Full-time**
DATE REVISED: December 2008, June 2021 **FLSA STATUS: Non-exempt**

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Second Deputy for the Perry County Assessor's Office, responsible for performing real and personal property assessments, maintaining appropriate documentation, and assisting the public.

DUTIES:

Assists with performing real and personal property assessments and preparing and maintaining appropriate documentation.

Answers telephone and respond to inquiries from realtors, tax representatives, mortgage companies, and members of the public, providing property and assessment information and/or directing callers to appropriate individual or department.

Assists taxpayers at counter, answering questions, researching information in computer, filing proper forms, and printing property record cards as requested.

Processes property transfers, including entering information on property record cards, reviewing properties for accuracy and consistency, and mapping township sections for property evaluation.

Collects data for property measurements and/or new improvements and enters information in computer.

Verifies and enters sales disclosure data in designated computer program.

Processes personal property mobile home assessments, including entering data in computer.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Possession of or ability to obtain Level II or higher Assessor/Appraiser certifications.

Thorough knowledge of Indiana tax law, real estate assessment/appraisal techniques, and proper filing of tax forms, and ability to read and understand legal codes and apply Indiana real property assessment guidelines established by the Department of Local Government Finance (DLGF).

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete Department forms and prepare correspondence and written reports as required.

Ability to operate standard office equipment, including computer and department software applications, calculator, telephone, copier, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, realtors, appraisers, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department polices and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department records and information according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult/irate persons.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to compute/perform arithmetic operations, such as calculating taxes and property assessments.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral and written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to read and interpret survey data, revise legal descriptions, and resolve discrepancies accordingly.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule and established Department practices and procedures. Assignments and objectives are set jointly by incumbent and supervisor with some degree of flexibility in the job. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily detected or prevented through supervisory review or notification from other departments/agencies/public. Undetected errors could result in loss of time to correct error or work delays in other departments or agencies.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, realtors, appraisers, attorneys, and the public for the purpose of exchanging information.

Incumbent reports directly to Assessor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, bending, reaching, crouching/kneeling, lifting/carrying objects weighing under 25 pounds, keyboarding, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping objects. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult persons. Incumbent occasionally works extended hours, evenings and/or weekends and may travel out of town for meetings/training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Second Deputy for the Assessor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

_____ _____
Applicant/Employee Signature Date

_____
Print or Type Name