

Employment Opportunity

Title: Deputy Assessor
Department: County Assessor
FLSA Status: Non-Exempt

GENERAL PURPOSE

Performs a variety of entry level clerical and administrative support duties as required to expedite the maintenance of property valuation records and documents and provide day to day customer service.

SUPERVISION RECEIVED

Works under general supervision from the Wayne County Assessor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs various clerical and secretarial duties; provides for long-term records maintenance of property appraisal and valuation documents.

Updates and maintains various files of documents generated through the on-going operations of the office of the County Assessor.

Assists in the preparation and maintenance of personal property tax returns.

Operates personal computer and custom software applications to maintain and create property owner accounts.

Provides clerical assistance to appraisers, enters property field notes and sales comparable information as needed to complete property valuations; routinely reviews appraisal forms to insure standard information is provided to enable proper computations of property value;

Motor Vehicle (DMV) software, registrations and related forms.

Performs general secretarial duties; drafts or composes correspondence; performs over the counter customer service as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- a. Graduation from high school;
AND
- b. One (1) year experience performing above or related duties.
OR
- c. An equivalent combination of education and experience.

2. Required knowledge, skills and abilities:

Some knowledge of standard office procedures and policies; good English usage, grammar, and spelling; basic mathematics involving the use of addition, subtraction, multiplication and percentages; operation of standard office machinery; complex filing systems, alphabetical and numerical; computer operation; telephone etiquette; appraisal terminology; basic interpersonal skills; various tax exemption forms and application processes.

Ability to communicate effectively verbally and in writing; follow written or oral instructions; work in a standard office setting requiring extensive setting or standing; perform accurate mathematical computations; write legibly; respond to requests for assistance or information; demonstrate self motivation; learn and apply new skills; travel for further education; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be able to operate standard calculator and to type (accuracy emphasized over speed).

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, and does involve hiking, walking, standing, stooping, lifting, sitting and reaching. Talking, hearing and seeing necessary in performing job duties. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional and discriminating thinking.

Applications can be picked up at the County Clerk's office and will be accepted until 5:00 p.m. on Friday, March 12, 2021. Please submit Resume and Cover letter with application. If you have any questions, please call the County Clerk's office at 435-836-1300, or the County Assessor's Office at 435-836-1305.

Ryan Torgerson
Wayne County Clerk/Auditor