



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Personal Property Clerk</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Assessor</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Assessment</u>	JOB CODE: 604	

DEFINITIONS:

With general supervision, assists customers in person and over the telephone, prepares tax waivers and tax bills for personal property, prepares forms for tax refunds, and writes letters for tax exempt organizations in accordance with state law.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Assists customers in person and over the telephone; directs them to appropriate offices based on their questions; researches tax records and contacts other counties to determine whether back taxes are owed; checks vehicle book to determine the values of vehicles; updates personal property records; prepares tax waivers, tax bills, and refund sheets; types tax-exempt letters; prints and faxes real estate assessments.

Enters personal property declarations; looks up values for farm equipment and large trucks; calculates adjustments for high mileage vehicles; researches value of business furniture and equipment; contacts taxpayer by phone and in writing to gather additional information; scans documents; records information in computer system and in log books.

Answers and directs incoming calls; responds to questions regarding declarations, second notices; delinquent notices and extensions; provides information on how taxpayers can update their personal property records; research and provide information on property ownership and real estate values; provides information to banks and lenders.

KNOWLEDGE AND SKILL:

1. Knowledge of standard office practices, record keeping, office equipment and computer software.
2. Knowledge of County and State rules and regulations regarding personal property.
3. Knowledge of Boone County policies and procedures.
4. Skill in the use of a personal computer.
5. Skill in establishing and maintaining cooperating working relations with other Boone County employees and the public.
6. Skill in presenting information and responding to questions from the public.
7. Ability to use good judgment.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED and two years secretarial / office management experience; ability to type 45 wpm.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)