

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Assessor's Clerk

TITLE #: 1029

DISTINGUISHING FEATURES OF THE CLASS: The work involves specialized clerical duties involving maintenance and updating of yearly tax rolls and frequent contact with the public. A general understanding of the total operation of the Assessor's office is required. Work is performed under the general supervision of the Assessor with leeway for the exercise of independent judgment in the performance of assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes all changes to the tax rolls resulting from transfer and subdivisions of properties, corrections to name and address files, exemptions, etc.;

Establishes and maintains a file of all properties;

Processes data from the County Real Property Tax Services Agency to update tax maps and property identification files;

Files and coordinates the index of tax map cards and prepares new tax record cards;

Completes necessary data forms for various computer systems;

Furnishes taxpayers and public with information regarding properties, including ownership, size, location, tax map identification and taxes applicable;

Assists taxpayers in completing all types of exemption forms;

Assists public in preparation of data necessary to meet zoning and planning board requirements.

Performs research of statistical data involving changes in assessed valuation of individual properties;

May operate a keyboard and make entries into computerized information/word processing systems;

May perform routine clerical tasks involving typing, filing and other office work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of the total operation of the office; skill in operating computer/word processing equipment; ability to meet and deal with people in an efficient and tactful manner; ability to read tax maps; ability to understand and carry out oral and written directions; clerical aptitude; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probationary period.

JURISDICTIONAL CLASS: COMPETITIVE/FULL-TIME
NON-COMPETITIVE/PART-TIME

REVISED 08/02/23