

Position Description

County of Knox, Indiana

Position: Second Deputy

Department: Assessor

Work Schedule: 8:00 am- 4:00pm M-F with 1-hour lunch

Job Category: COMOT (Computer, Office machine operation, Technician)

Date Written: February 2014

Status: Full-Time

Date Revised: December 2022

FLSA Status: Non-exempt

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

Incumbent services as Second Deputy for the Knox County Assessor's Office, responsible for entering data, maintaining related records, and assisting the public and taxpayers.

Duties

*Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, and/or directing to appropriate individual or department.

Performs various clerical duties, including, but not limited to, preparing, sorting, filing, and processing various forms and documents, and conducting data entry.

*Assists taxpayers, answering questions, researching information on computer, filing proper forms, locating and researching various records, and printing requested information.

Performs related duties assigned.

*Processes and maintains personal property and related forms and documents, such as personal property returns, and personal property not filed, including ensuring compliance with state regulations, mailing necessary documentations and/or notices, and required forms for personal property.

*Enters personal property returns into computer and scans all personal property forms and maintaining related database.

*Prepares and mails notification letter for new business for personal property. Electronically submit personal property information to State and/or Department of Local Government Finance (DLGF)

*Assessing mobile homes, including processing related documents for permits and transfers, and combining properties as needed or required.

Job Requirements and Difficulty of Work:

*High School Diploma or GED

*Possession of or ability to obtain and maintain a Level II Assessor/Appraiser within 1 year of hiring, or as determined by the Assessor and ability to attend all training courses/classes required by the Department to maintain required certifications.

*Thorough knowledge of Indiana Tax law, 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 Governance Finance (DLGF)

*Working knowledge of standard office procedures and computer programs used by the department 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. Knowledge of basic filing system and ability to maintain accurate and complete department files and records.

*Ability to operate standard office equipment, including computer, calculator, copier, and telephone.

*Ability to effectively communicate orally and in writing with co-workers, other county departments, taxpayers and the general 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 work alone with minimum supervision and with others in a team environment.

*Ability to work on several task at the same time and work rapidly for long periods, occasionally under time requirements.

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

*Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in written or oral form.

*Ability to analyze, evaluate, compile, collate or classify data, and apply knowledge of people and/or locations.

*Ability to perform arithmetic calculations, and compute/calculate, such as taxes and assessments.

*Ability to occasionally travel out of town for continuing education classes.

Responsibility:

Incumbent performs standard, recurring duties according to department policies and procedures with work priorities primarily determined by supervisor and/or seasonal deadlines. Incumbent receives indirect supervision with assignments guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters,

such as policy interpretations. Decision as always determined by specific instructions or existing, well established policies and procedures. Errors in incumbent’s work are usually prevented through procedural safeguards. Undetected errors may result in loss to other agencies or the public.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other county departments, taxpayers, and the general public for purpose of exchanging information and explaining/interpreting state codes, policies, and procedures.

PHYSICAL EFFORT & WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and/or outdoors conducting field assessments, involving exposure to varying weather conditions and on-site construction. Regular duties involve, sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, close/far vision, depth perception, handling/grasping objects, speaking clearly, and hears sounds/communication. Incumbent occasionally travel out of town for continuing education classes.

APPLICATION/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Second Deputy for the Assessor’s Office describes the duties and responsibilities for the 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