

OFFICE MANAGER OPENING

The Delaware County Assessor's Office has an opening for a full-time Office Manager. Job duties will include, but are not limited to, working with parcel data, legal descriptions, credits, exemptions and data processing. Applicant must have excellent written and verbal communication skills, strong organizational skills and demonstrate attention to detail. Must be able to work under pressure, meet deadlines and follow directives. Strong computer and math skills are essential. Previous Office Manager experience and knowledge of legal descriptions is preferred. Experience with Camavision and GIS Software will be of value.

Please submit a resume, cover letter and application to the Delaware County Assessor's Office. A copy of the application and job description is available at the Delaware County Assessor's Office and on our website at www.co.delaware.ia.us under "Job Openings". Applications will be accepted until 4:30 p.m. on March 27, 2019. The Delaware County Assessor's Office is an equal opportunity employer.

DELAWARE COUNTY JOB DESCRIPTION

Title: Office Manager/Clerk

Department: Delaware County Assessor

FLSA: Non-Exempt

Date: March 2019

Reports To: Assessor/Deputy Assessor

Purpose of the position

Responsible for providing a high level of administrative clerical and appraisal support on behalf of the Assessor's Office. Responsible for the maintenance, upkeep and updating of property ownership and characteristics, including splits, combinations and transfers in CAMA and administrative software. Serves as the primary source for internal modifications to property information. Reviews deeds and surveys for accuracy in accordance with the GIS and the auditor's office. Ensures that normal office tasks are completed accurately, completely and in a timely manner.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Works under little or no supervision and under the direction of the Assessor and/or Chief Deputy/Deputy Assessor.

Updates property tax credit/or exemption applications affected by ownership name change and/or land change per deed. Aid in the completion of forms when necessary and/or the proper steps to qualify. Proper organization of all exemption and credit forms in a format easily accessible for assessor's office employees.

Updates property record cards and CAMA software and administrative software with all pertinent data including, but not limited to: ownership, transfers, change of assessments, listing information, sketches, parcel numbers, legal descriptions, etc.

Responsible for the completion of divisions, splits and combines, including: maintenance of computer systems, assignment of new parcels, divisions of building and land assessment and processing of Declaration of Value forms- including proper coding and timely submissions of DOV forms to the Iowa Department of Revenue.

Reviews survey and legal descriptions for accuracy.

Answers telephone and/or waits on public and assists taxpayers/agents or other interested parties. Must be able to interpret and explain legal descriptions, land measurements, basic assessment principles, explain exemption laws, provide real estate information, and explain varying components of the property assessment cycle.

Responsible for entering permits received from City Clerks.

Runs queries, building permits, sales checks, class checks, etc. into CAMA software when needed, including specific requests from the public or other entities that require specific criteria.

Aids in fiscal year end reports for the Iowa Department of Revenue, including the abstract and reconciliation.

Perform related duties as required.

Supervisory Responsibilities

This position has minimal supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to accommodate individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate degree or post-secondary training preferred; HS Diploma or equivalent at a minimum. Two years' experience (minimum) of clerical, government and/or real estate experience preferred.

Software

Experience and/or familiarity with the following software (minimum):

Microsoft Word

Microsoft Excel

Experience and/or familiarity with the following software (preferred):

CAMAVISION

Solutions Vision County Administrative Software

GIS Software

Knowledge, Abilities, Skills, Personal Characteristics and Other Qualifications

Knowledge of general office procedures and equipment

Good computer skills

Ability to read and explain legal descriptions

Good public relations skills

Base knowledge of assessment laws and appraisal techniques

Knowledge of basic mathematics

Ability to multi task

Ability to prioritize different tasks

Ability to work as a team or singularly as needed

Willingness to work overtime when required

Represent Delaware County in an honest, trustworthy, polite and professional capacity

Certificates, Licenses, Registrations

Driver's License. Occasional travel to meetings and/or training may be required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee may be required to sit or stand for extended periods of time, to use hands to finger, handle or feel objects and to operate work and data processing equipment, to be able to reach with hands and arms including reaching and lifting objects up to ten pounds above the head while standing or sitting, and to climb and balance on a step stool or small ladder to reach books and/or documents on shelving above the head. Specific vision abilities include close vision and distance visions and the ability to adjust focus so as to be able to review documents and test on the written page or electronic media. The employee must have the ability to hear clearly and understand normal conversation and the ability to speak clearly and distinctly.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions. Duties are performed in an office and will include working with a variety of personalities, some being distressed and angry.

Acknowledgment

I have carefully read and understand the contents of this job description, I understand the responsibilities, requirements and duties expected of me. I understand this is not an exhaustive list of responsibilities, skills duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment or alter my status as an at-will employee. I have the right to terminate my employment at any time and the employer has a similar right.

Employee's Signature _____
Date _____

Department Head _____
Date _____

Delaware County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified Individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

APPLICATION FOR EMPLOYMENT

(Print neatly and complete all blanks)

Date: _____

PERSONAL

Full Name: _____

First

Middle Initial

Last

Current Address: _____

Number

Street

City

State

Zip

Telephone Number: _____

Are you 18 years of age or older?

Yes

No

Are you a military Veteran?

Yes

No

Are you legally able to work in the United States?

Yes

No

If Yes, Dates of

Active Duty: _____ to _____

Have you ever been known by any other name(s) that this company will require to verify any of the information on this application?

EMPLOYMENT DESIRED

Job Title: _____ Date you can start: _____ Wage Desired: _____

Are you available for work: Full-Time Part-Time Temp Seasonal

EDUCATION

Do you have a High School Diploma or GED? Yes No

Name of last school attended: _____ City: _____ State: _____

Check last year of school completed: 6 7 8 9 10 11 12 13 14 15 16 17 18

Check the highest degree earned: High School Diploma GED Certificate AA BD MD PHD Other

Area of Concentration and/or degree(s), certificates, licenses, endorsements: _____

Other Training or Skills (Factory or Office Machines Operated, Special Courses, Computer Skills, etc.):

EMPLOYMENT HISTORY

Former Employment (List employers, starting with the current or most recent. Explain all gaps in time of employment.)

Company Name: _____ **Job Title:** _____

Address: _____
Number Street City State Zip

Start Date: _____ **End Date:** _____ **Rate of Pay:** _____

Detailed Job Duties: _____

Reason for Leaving: _____

Company Name: _____ **Job Title:** _____

Address: _____
Number Street City State Zip

Start Date: _____ **End Date:** _____ **Rate of Pay:** _____

Detailed Job Duties: _____

Reason for Leaving: _____

Company Name: _____ **Job Title:** _____

Address: _____
Number Street City State Zip

Start Date: _____ **End Date:** _____ **Rate of Pay:** _____

Detailed Job Duties: _____

Reason for Leaving: _____

May we contact your former employers to verify this information?

Yes No

May we contact your present employer? Yes No

The law prohibits discrimination in hiring due to age, race, color, creed, sex, national origin, religion, disability or veteran's status.
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Please provide any additional information about your abilities or interests that makes you a good candidate for this position:

I authorize investigation of all statements contained in the application. I understand that omission or misrepresentation of facts is cause for dismissal.

Signature: _____

Date: _____