

Job Description for

Appraisal Support/Clerk

Qualification/ Ability:

Working knowledge of typical computer programs, such as MS Word & Excel, excellent communication skills, pleasant and professional personality necessary for interaction with the public as well as working well with fellow employees, willingness to assist if called upon and eager to work with other employees to achieve common goals, basic understanding of, and ability to operate general office equipment, (i.e.: computer, copier, printer, fax and multi-line phone). Bilingual is a plus. *

Experience & Training:

Minimum of 1 year in an office environment, property tax appraisal field preferred.

Reports To:

Immediate Supervisor and Chief Appraiser

**Additions to, or alternatives for the above listed qualifications are at the discretion of the immediate supervisor and /or the Chief Appraiser when deemed necessary and appropriate.*

Job Goals:

Assist appraisal, collections & administrative staff in performing property appraisals, collection activities, and general data support functions while providing professional, and courteous service to all customer/taxpayers.

Performance Responsibilities:

- Assist in answering any appraisal related calls as necessary
- Assist Appraisers in the office, processing fieldwork
- Provide clerical assistance for typical required mailings
- Provide information to property owners and/ or customers
- Assist in the collection department as needed
- Assist Administrative staff as needed
- Maintain a positive, courteous, and professional climate to promote an effective relationship with the public and all staff
- Maintain ownership change information such as deed records, maps, etc.
- Process property splits/ merges
- Gather and compile information for open records and information requests
- Complete clerical tasks regarding numerous property exemptions
- Complete clerical tasks regarding supplemental records
- Any additional related tasks deemed appropriate by the immediate supervisor, Appraiser, or the Chief Appraiser