

# Harrison County Assessor's Office

## Job Description:

Title: Office Clerk  
Department: Assessor's Office  
Supervisor: Assessor

## Working Conditions:

Status: Full Time  
Working Days: Monday through Friday. Overtime as needed.  
Hours per day: 9 with floating ½ day  
Work environment: Indoor  
Travel Required: Some

**The Harrison County Assessor's Office is taking applications for a full-time office clerk. Previous experience in data entry, accounting, and reading legal descriptions/documents preferred but will train the right individual. Must be organized and able to communicate effectively and professionally with public. Ability to learn GIS and CAMA software systems required. Must have excellent written, verbal, listening and communication skills.**

**Salary:** \$45,168.00 Annual Salary (for fiscal year 2023 (ending June 30<sup>th</sup>))

## Requirements:

- A high school diploma or equivalent is required
- A valid driver's license is required

## Benefits:

Vacation/Sick leave/Personal Time

IPERS

Medical Insurance

HSA Contribution (per month by County)

+ Optional personal contributions up to max yearly Federal Contribution

Dental (own expense @ group rate)

Vision (own expense @ group rate)

Health Advocate (Concierge health service)

**Duties:**

- Assist public with credit and exemption applications. Learn requirements and deadlines for these credits and exemptions and maintain physical and electronic application files.
- Interpret legal descriptions and identify properties included in legal documents. Update ownership data files.
- Greet and help public in the office and over the phone. Assist with public inquiries, understand how taxes are calculated using rollbacks and levy rates. Assist public in understanding the Iowa Tax Cycle.
- Calculate sales ratio percentages and report sales data to state through electronic data entry system.
- Prepare claims for payment using basic accounting skills.
- Infrequent travel may be required for employee training

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.
- Noise level- moderate
- Indoor work environment- office setting

**Physical Requirements:**

- The physical demands described here are representative of the those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to sit, stand or walk for extended periods of time
- Must be able to lift and/ or move up to 25 pounds
- Specific vision abilities of this job Include: Close Vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.