

# **HALL COUNTY ASSESSOR**

## **TAX ASSESSMENT REPRESENTATIVE**

### **NATURE OF WORK**

Under the administrative direction of the County Assessor, performs a wide variety of complex clerical tasks. Examples include processing 521 transfer statements and updating computer records accordingly; operating a variety of office machines involving typing skills; the ability to exercise independent judgment and make decisions; learning and interpreting state-mandated laws and regulations; and work involving substantial public contact.

### **EXAMPLES OF WORK PERFORMED**

#### **ESSENTIAL FUNCTIONS**

- Carries out all related functions dealing with real estate, personal property, and homestead exemptions.
- Accelerates taxes on property sold prior to levy setting.
- Answers questions from the public and calculates property taxes.
- Enters data into the computer for taxing purposes.
- Maintains working knowledge of homestead exemption qualifications and procedures.
- Acquainted with fundamental real estate procedures (locating legal descriptions, calculating taxes, identifying school districts, etc.).
- Assists in office procedures and operations which may require lifting 15-20 pounds.
- Greets the public and handles telephone traffic.

#### **NON-ESSENTIAL FUNCTIONS**

- Receives complaints and provides information.
- Fills in when help is necessary in specific areas.
- Performs related work as required.
- Ability to multitask and handle disruptions.

#### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge of modern office methods and equipment.
- Ability to operate a computer and common software applications.
- Ability to operate a calculator and perform mathematical calculations.
- Ability to type with accuracy and neatness.

- Ability to communicate effectively both orally and in writing.
- Ability to maintain cooperative working relationships with other employees and the general public.
- Ability to handle high levels of stress associated with working with the public.

## **MINIMUM QUALIFICATIONS**

Graduation from a senior high or equivalent supplemented with some experience performing clerical or data entry tasks. Or any combination of training and experience which provides the desirable knowledge, abilities, and skills.

Bilingual people are encouraged to apply! Willing to train the right person.

Work is Monday-Friday 8:30 am to 5:00 pm

12 paid holidays, 401K, insurance, vacation, and sick leave.

Please email your resume to: [kristiw@hallcountyne.gov](mailto:kristiw@hallcountyne.gov)