



## Delaware County

### POSITION DESCRIPTION

Title: Administrative Assistant	Department: County Assessor
Reports to: County Assessor	FLSA Status: Non-exempt
Pay: Negotiable	Part Time/Hourly
Position Posted November 1, 2017	Posting Closes: When Filled

#### **Position Profile**

Administrative Assistant provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. Assist in daily operations, customer service, and additional daily tasks.

#### **Qualifications**

Preferred experience in real estate sales, appraisals, land development, title examination, appraisal review, or mortgage review

-OR-

Certification as a para-legal technician and one year of experience in property law or a related legal discipline.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Practices and procedures for determining reappraisal status in cases of property transfers, including complex transactions such as those involving trust and partnerships;
- Methods and terminology used in the process of title searching and in the examination of land titles and title clearance;
- Methods of describing real property;
- Revenue and Taxation Code, interpretations of the State Board of Equalization and other statutes, regulations, and documents relating to the work of the unit;
- Assessor's source documents, data files, data processing control procedures;

##### **Ability to:**

- Read and interpret titles, property descriptions, and related documents;
- Interpret and apply legal and procedural provisions relating to real property descriptions and transactions;
- Review and interpret title encumbrances and transfers;
- Independently interpret and apply OK Statutes and procedural provisions relating to reconciling title problems;

- Establish and maintain effective working relationships with co-workers, supervisors, and the public and outside agencies,
- Work under pressure;
- Apply customer service principles, including the handling of irate and distressed people;
- Utilize computer applications, such as word processing, spreadsheet and/or database;
- Basic mathematics to perform simple calculations and statistical reports.

**Typical Tasks:**

- Researches the title of recorded and unrecorded documents to determine the re-appraisability of complex property transactions;
- Interprets and applies sections of the Revenue and Taxation Code to determine re-appraisability of changes in ownership and implement Departmental procedures accordingly;
- Maintains communication and personal contact with other divisions of the Assessor's Office, other agencies, title companies, the public, private attorneys and interested parties, to coordinate various title functions and to resolve discrepancies or conflicts in recorded property documents;
- Researches, prepares and presents appeals before the Appeals Board or hearing officer;
- Answer inquiries concerning changes in ownership information by searching Assessor's and Recorder's records;
- Researches and resolves tax roll (land list) problems;
- Furnishes public, departments and agencies with information by searching for an abstracting technical data, giving explanations of ad valorem statutes, regulations, policies or procedures, sending materials, and composing routing letters; may respond to inquiries via electronic mail/
- Assists visitors and callers about locations, functions and services of departments. Exercises considerable judgment, discretion and interpretive ability in determining the needs of callers and visitors to direct them to appropriate offices or personnel;
- Extracts technical and statistical data for entry into computer system; performs research to complete input as needed;
- Takes and relays messages for department office or personnel; returns phone calls as needed or refers message to appropriate office or personnel;
- Maintains subject or numerical files in a standard equipment or computer system; classifies material and prepares new file folders or database as needed; may perform record maintenance of activities of a unit including work received, status of work, work completed and renewal action required;
- Performs variety of clerical duties including copying and assembling materials,, collecting and distributing mail, answering phones, faxing documents and other related tasks;
- Performs payroll activities such as maintaining records of time worked, overtime, leaves and absences;
- Creates and maintains a database for case tracing, retrieval of information, and maintenance for computer files; performs research to complete database as needed;
- Schedules meetings, appointments, rooms, and training for both staff and clients; maintains schedules of activities and location of staff members as required.
- Coordinates billing, accounts payable and inventory; maintains records of transactions issuing receipts, permits, passes, releases, and licenses; checks, computes and collect fees, and may maintain control over petty cash;
- May offer orientation and answer procedural questions for new employees and coworkers;
- Reviews and corrects documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations;
- Operates standard office equipment; performs simple troubleshooting and maintenance;

- Performs other related duties as required;
- Must be able to travel and be away from home up to 5 days per month during training period;
- Oklahoma State Accreditation will be required within one (1) year of employment. This consists of successful completion and passing of exams for 7 classes each with a duration of 3-5 days training;
- Most importantly, must possess the ability to assist the public daily in a respectful, clear and concise manner.

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for long periods of time. The employee is occasionally required to lift and/or move up to twenty five (25) pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Regularly uses personal computer systems and/or other devices to effectively perform job functions. The noise level in the work environment is moderate to high. The employee is regularly exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.