

# **LINN COUNTY CLASSIFICATION**

**TITLE: ADMINISTRATIVE ASSISTANT 2 – A & T**

**NUMBER: 056**

**APPROVAL ORDER**

**PAY RANGE: 14**

**NUMBER: 2014-072**

**CATEGORY: MANAGEMENT/EXEMPT**

**DATE: March 18, 2014**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as program manager of the Assessment, Tax and Utility Rolls and as administrative assistant to the Assessor/Tax Collector. Responsible for providing timely completion of Tax, Assessment and Utility rolls. Responsible for managing financial (budget, accounting and fiscal management) and personnel procedures and policies; coordinate activities as necessary within the department with other county offices and other public agencies; relieve Assessor/Tax Collector of administrative detail.

SUPERVISION RECEIVED: Work is performed under the direction of the Assessor/Tax Collector who outlines administrative policies and objectives and reviews and evaluates work for effectiveness.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this classification, but may assist in the job orientation and training of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Establish and maintain the Assessment, Tax and Utility rolls to insure accurate property tax assessments and distribution of taxes collected.
2. Maintain accounting records of all value and acreage changes in the various taxing districts to provide final district figures for the computation of the new tax roll.
3. Process and calculate public utility values. Compute changes in codes and values for Urban Renewal.
4. Examine budgets from all taxing districts for the assessment and tax rolls and assist in preparation of tax extensions for County and State.
5. Participate in establishing and implementing new policies, procedures and organizational goals. Manages ongoing Office financial and personnel procedures and policies.
6. Assist in budget preparation, monitor monthly budget statements, prepare payroll data and invoices for payment, order supplies and equipment, and maintain inventory.

7. Assist the public and answer varied inquiries which require technical knowledge of department functions. May conduct interviews to obtain detailed information and to determine program eligibility. Explain policies and procedures and arrange appointments.
8. Within defined guidelines, provide technical assistance for a program area, i.e. personal property, manufactured structures, tax collection, and exemptions.
9. Coordinate working procedures with other staff for timeliness and efficiency; provide clerical support of the Valuation Section.
10. Prepare reports and statistical data as required by the Assessor/Tax Collector.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or that arise as other functions, the balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential function of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the operation of a section within the Assessor's Office. Ability to work with minimal supervision. Reasonable knowledge of the laws, rules and regulations governing the assessment and taxation of real and personal property and the preparation and processing of taxing district budgets. Reasonable knowledge of bookkeeping principles and practices, particularly as they relate to tax assessment records. Knowledge of budget preparation. Knowledge of modern office procedures and equipment. Knowledge of deeds, mortgages, contracts, maps and other official records and documents pertinent to the operation of the Assessor's Office. Ability to communicate effectively, both orally and in writing. Ability to plan, coordinate and maintain time schedules. Ability to make accurate mathematical calculations. Ability to establish and maintain accurate and efficient record keeping system and maintain accurate records. Ability to operate standard office machinery. Ability to establish and maintain working relationships with employees, subordinates, supervisors, other government officials and general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school; five years of progressively responsible experience in a large bookkeeping or accounting operation or in an office manager role with a minimum of three years experience in an Assessor's Office. Any equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.