

LINN COUNTY CLASSIFICATION

TITLE: SECTION CLERK
NUMBER: 410
PAY RANGE: 07
CATEGORY: SEIU

APPROVAL ORDER
NUMBER: 2012-064
DATE: March 21, 2012

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform varied clerical work and program assistant functions in the Assessor's Office; or perform cashiering functions in the Tax Department, which includes receiving payments by mail or in person and posting to individual accounts. Work may involve organizing, planning, coordinating and performing the clerical functions for an assigned section.

SUPERVISION RECEIVED: Works under the general supervision of the Office Manager or Chief Appraiser.

SUPERVISION EXERCISED: Supervision not ordinarily a duty of this entry level position. May assist in the job orientation 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 to 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. Assist customers with information pertaining to real property, personal property and manufactured home assessments and taxation, including collecting fees.
2. Organize, maintain, process and update records necessary for assessment and taxation purposes, including preparation of assessment and tax vouchers for changes to the assessment and tax rolls, processing special assessments, veteran's exemptions, consolidations and segregations, manufactured home data, etc.
3. Perform clerical duties to provide support for the various sections within the department, i.e., prepare correspondence, memos and reports, either electronically or by regular mail.
4. Provide data entry duties for various sections as required.
5. Assist property owners applying for deferrals; i.e., veteran's exemptions, senior citizen deferrals.
6. Provide backup clerical support in various sections as needed.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. 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.

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

KNOWLEDGE, SKILL AND ABILITY: Knowledge of standard office management practices and procedures, particularly as they relate to an assigned section. Reasonable knowledge of the laws, rules, regulations and department policies governing the work activities of an assigned section. Reasonable knowledge of office recordkeeping and reporting systems.

Ability to prepare correspondence and reports. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain an accurate recordkeeping system. Ability to understand and follow oral and written instructions. Ability to work independently with minimal supervision. Ability to work with numerical data and to make mathematical calculations accurately and rapidly.

EXPERIENCE, EDUCATION AND TRAINING: Two years of experience in general office secretarial work which preferably included one year of experience in an Assessor's Office. Graduation from a senior high school, preferably supplemented by additional college level coursework in secretarial science, bookkeeping or related field, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

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.