

CLAY COUNTY AUDITOR'S OFFICE

JOB DESCRIPTION: REAL ESTATE ASSISTANT

SUPERVISION: Under direct supervision of the County Auditor

EXPERIENCE: A positive attitude, happy demeanor and a genuine interest in people is necessary. The desire to learn and share information as it relates to real estate processing, computer operations and all facets of the County Auditor's office. The ability to communicate clearly, listen carefully and perform tasks correctly, with efficiency. To be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Individuals must possess the following knowledge's, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

DESCRIPTION OF DUTIES:

1. Must receive, review and understand the policies of Clay County, Iowa as set forth in the Personnel Policy Handbook and agree to abide by the terms and conditions of the Personnel Policy Handbook.
2. Meet, greet and serve the public with tact and courtesy.
3. Knowledge of proper English and grammar and usage, including business writing techniques.
4. Be knowledgeable and proficient of existing computer programs and practices as they relate to real estate processing.
5. Ability to proficiently operate general office equipment, such as a computer, desk top calculator, copy machine, fax machine, postage machine, and telephone. Utilize Microsoft Office products such as WORD, Excel, Publisher, Outlook, and PowerPoint.
6. Perform a variety of clerical duties, including typing, filing, assisting with reception duties, opening incoming office mail in order to distribute to appropriate staff following established guidelines.
7. Proficient in the processing of the County Real Estate taxation cycle utilizing the County's interrelated software program applications. Produce timely State and Auditor Valuation reports, Agricultural Land and Family Farm Land Credit reports. Processing and print of annual real estate tax statements and tax roll.
8. Entry of levy rates for all taxing authorities and maintenance of the tax district cross reference database.
9. Process Agricultural Deferments, Real Estate Tax abatements or increases to the annual tax abstract, equalization orders and taxation exemptions to real estate parcels pursuant to Iowa Code statutes.
10. Maintain and process annual Grain Handling, Utility, and Moneys & Credits tax statements and tax roll.
11. Proficient in the processing of the County Drainage Real Estate and Assessment taxation coordinated with the County Drainage technician.

12. Knowledgeable in the Iowa Department of Management software utilized by other governmental entities (i.e. Cities, Schools, Townships) to accomplish the certification of their annual budgets to the County Auditor. Assist with balancing or troubleshooting the data entry.
13. Assist in the compiling of various reports produced for outside agencies and county departments (i.e. ICAP Insurance Report, R.E.A.P., Secondary Roads transfer spreadsheet)
14. Assist in areas of Election administration as needed. Process absentee ballots in office and to be mailed; process voter registration documents, and working knowledge of the State Voter Registration System (IVOTERS).
15. Maintain office supplies as it relates to the operation of the office and the conduct of business.
16. Ability to work under pressure and meet deadlines.
17. Ability to cooperate with other staff members to accomplish tasks in the Auditor's absence.

WORK ENVIRONMENT

Most work is performed indoors in an office setting. Must occasionally lift books or boxes of paper weighing up to 20 pounds and occasionally lift election equipment weighing up to 70 pounds with assistance. Election responsibilities require occasional weekend, early morning, and late night work hours.

1. Marginal functions of positions that are incidental to performance of fundamental job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform other job related duties requested by their supervisor. The County Auditor reserves the right to change or reassign job duties, or combine positions at any time.