



## Charter Township of Waterford Job Description

### Assessing Clerk (Part-Time)

<b>Department:</b>	Assessing Department
<b>Supervised By:</b>	Departmental Aide or designee
<b>Supervises:</b>	No Supervisory Responsibility
<b>Bargaining Unit:</b>	None
<b>FLSA:</b>	Non-exempt
<b>Status:</b>	Part-time (20 to 30 hours per week)

#### **General Summary**

Under the direction of the Departmental Aide or designee performs a variety of clerical tasks requiring confidentiality, exercise of independent judgment and knowledge of office procedures and terminology gained through experience and training. Performs clerical duties for departmental staff.

#### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides front line customer service to internal and external customers in a professional, courteous, and tactful manner. Addresses and resolves customer questions and concerns in person, by telephone and/or in writing.
2. Assists in maintaining in both electronic and paper formats, departmental document filing systems, including deeds, records, Board of Review information and other documents as needed.
3. Files and retrieves data from various computerized databases, spreadsheets.
4. Understands and interprets the State of Michigan tax laws.
5. Understands and interprets the parcel mapping system and legal descriptions for the public.
6. Operates a variety of office machines, such as adding machine, Fax, copy machine, scanner and other computer equipment.
7. Assists with the preparation, processing and filing of Warranty Deeds, Property Transfer Affidavits, Principal Residence Exemptions and Rescinds, Board of Review changes and letters to property owners using State guidelines, laws and assessing procedures.
8. Ability to attend a State required course once every two years to conduct work within the Assessing Department.
9. Other duties as assigned.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Must possess a high school diploma or equivalent.

2. Ability to type 40 w.p.m. accurately using word processing software. **Typing test required.**
3. Must possess basic word processing, database and spreadsheet software skills. **Skills test**
4. Through knowledge of general office and filing system procedures and practices.
5. Must possess good grammatical, spelling and mathematical skills.
6. Ability to meet and talk with customers and the general public
7. Ability to learn multiple databases including BS&A, Land Access Management (LAMS), GIS mapping, Super Index and OnBase.

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 works in an environmentally controlled office setting.

This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential task of these positions. The use of mobility assist devices such as wheelchairs, walkers etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of ± 1 pounds and occasionally lifts of 10 pounds may be required. No overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Posting Date:

Closing Date: Until filled

**Wage Scale:** \$15-20.00/hr. based on qualifications/experience

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