



Administrative Assistant Tax Assessor

TA/14 - 124

JOB SUMMARY

This position provides administrative support for a variety of department operations and functions.

MAJOR DUTIES

1. Acquires deeds and matches with real estate declaration documents for properties recorded by the Clerk of Superior Court; conducts research to determine the validity of sales and enters sales data; researches map parcel number for deeds and enters transfer of ownership data; researches eligibility for Homestead Exemptions.
2. Serves as back-up to the Front Office Appraiser and assists the public in person and by telephone; answers questions and provides information; takes messages and refers to appropriate personnel.
3. Assists with address changes and corrections; coordinates with Tax Commissioner's Office.
4. Acquires probate list, removes exemptions, adds estate ownerships, and assists family as needed.
5. Manages fixed assets of inventory/reconciliations and the sale and disposal of assets; coordinates with Finance Department.
6. Manages the county purchase card, monthly expenditures, and petty cash deposits.
7. Maintains and orders office supplies, including copy machine contracts and reports.
8. Manages postage account and monitors postage machine; assists with daily mail.
9. Participates in the annual assessment and appeals process.
10. Participates in the budget process, fiscal year reports, travel arrangements, per diem check requests, bank deposits, work orders, invoices, reports, subscriptions, and expenditures.
11. Assists with Homestead exemption refunds.
12. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of administrative principles and practices.
2. Knowledge of departmental rules and regulations.
3. Knowledge of modern office practices and procedures.
4. Knowledge of the policies and procedures of the Board of Assessors, Board of Equalization, and Superior Court.
5. Knowledge of governmental accounting practices.
6. Skill in prioritizing and multi-tasking.
7. Skill in conducting research and preparing reports.
8. Skill in the use of computers and job-related software programs.
9. Skill in public and interpersonal relations.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Appraiser and/or Deputy Chief Appraiser assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Fayette County Appraisers Guidelines and the Official Code of Georgia. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical and administrative duties. The need for strong customer service skills contributes to the complexity of the position.
- The purpose of this position is to provide technical and administrative support to the Deputy Chief Appraiser, and to provide back-up support for ownership transfers and customer service.

CONTACTS

- Contacts are typically with members of the general public, other county employees, department heads, real estate agents, bank personnel, and representatives from other organizations.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.