

ASSESSOR’S OFFICE JOB DESCRIPTION

Department: Assessor’s Office
Position: Transfers/Exemptions Clerk
Reports To: Assessor
Salary Level: Hourly, subject to knowledge and experience
FLSA Status: Non-Exempt
Revision Date: May 1, 2025

GENERAL SUMMARY

Under the general supervision of the county assessor, assists with the duties of the Assessor’s Office as set forth in Chapter 441 of the Code of Iowa.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties/responsibilities are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Maintain ownership records in both the property tax software and appraisal software including establishing new parcels, allocation of values, and allocation of soil types on agricultural parcels.

Maintain homestead, military, ag land and family farm exemptions and credits within property files on both the appraisal software and property tax system software.

Assist property owners in understanding assessed values, the valuation process, the tax system, and the functions/role of the Assessor’s office.

Assist property owners in applying for credits and exemptions that are managed by the Assessor’s office.

Assist within the office and other county offices, those areas where functions and roles overlap, or would require cooperation to fulfill the duties of the Assessor’s office.

Maintains office files/records to sustain effective operations and support of the Assessor’s office.

Perform other duties as needed and completing special projects as designated by the Assessor.

QUALIFICATIONS

High school diploma or G.E.D. required.

A working knowledge of legal descriptions.

Strong math and analytical skills.

Proficiency with the use of appraisal software, tax administration software, text document and spreadsheet software, and standard office equipment such as telephone, photocopier, calculator.

A working knowledge of the Iowa Code relating to the assessment process including, but not limited to valuation, exemptions, and tax credits.

Ability to interact in a professional and respectful manner to the general public, co-workers within the office, co-workers within the general county offices.

Exercise independent judgement and decision making during normal business, unique, or escalated situations.

Ability to be sent out of town on educational seminars, work sessions, classes that may require overnight stay.

WORK ENVIRONMENT / PHYSICAL DEMANDS

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions for this job. Job demands include, but not limited to, typical interior office work at both the desk and service counter, walking, kneeling, bending and other movements. Lifting and moving of records/books of moderate weight (less than 50 lbs.) may be required.

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.