

POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA

POSITION: FIRST DEPUTY /CHIEF DEPUTY/ PP DEPUTY	DEPARTMENT: CENTER TOWNSHIP ASSESSOR
WORK SCHEDULE: M-F 8-4	JOB CATEGORY: COMOT-CLERICAL
DATE WRITTEN JUNE 30, 2014	STATUS: FULL-TIME
DATE REVISED: October, 2016	FLSA STATUS: NON-EXEMPT/EXEMPT

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Collect proper data to assess mobile homes and personal property, maintaining all records for Howard County's Center Township, under the direct supervision of the Center Township Assessor.

DUTIES:

Process business returns, work with preparers and businesses to complete pp forms and type new cards. Issue notices and prepare reports for the Auditor. Log appeals and attempt to resolve. Do data entry.

Train and manage part time employees.

Maintain list of mobile home park owners. Measure and assess mobile homes and issue notices and do data entry to report values to the Auditor.

Answer telephone calls and direct them, take messages or answer questions from the public. Order office supplies and maintain supply inventory.

At minimum must maintain Level II Status as required by the State of Indiana. Participate and have knowledge and skills necessary to answer questions from the public about the real property also.

Oversee office in absence of Assessor.

SKILLS: Ability to solve practical problems and deal with a variety of concrete variable situations where only limited standardization exists. Ability to interpret a variety of instructions furnished with written, oral, diagram, or schedule form.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volumes. Ability to apply concepts of basic algebra and geometry.

Applicant

Date