



Job Description: Assessment Support Specialist

Job Title: Assessment Support Specialist

Department: Assessor's Office

Reports to: Assessor/Deputy Assessor

FLSA: Regular Full Time: Non-Exempt/Hourly

Salary: \$13.98 - \$19.27

Job Summary:

The Assessment Support Specialist plays a pivotal role in providing essential clerical and administrative support to the assessor's office. This position entails a combination of clerical duties, mapping responsibilities, appraiser assistance, customer service, and data management tasks to ensure the efficient and accurate assessment of properties within Sierra County.

Essential Duties

- *Provide comprehensive clerical support, including data entry, filing, and maintaining accurate records within the assessor's office.*
- *Process and record property deeds, mortgages, liens, and other related documents.*
- *Manage office correspondence, promptly respond to inquiries, and maintain effective communication with property owners.*
- *Utilize GIS (Geographic Information System) tools proficiently to create and maintain precise property maps.*
- *Collaborate closely with appraisers to integrate geographic information seamlessly into the assessment process.*
- *Regularly update mapping data to ensure alignment with property records and accuracy.*
- *Assist appraisers in collecting and verifying property data, conducting property inspections, and supporting the overall appraisal process.*
- *Provide information on procedures for filing deeds and other property-related documents.*
- *Interface directly with property owners to address inquiries related to assessments, property information, and mapping data.*

- *Deliver exceptional customer service and communicate effectively to resolve concerns or questions promptly.*
- *Maintain meticulous records of property assessment data within the system, ensuring accuracy and completeness.*
- *Collaborate closely with the assessment team to uphold data integrity and ensure comprehensive data management practices are followed.*

Note: This job description is a general overview and not an exhaustive list of duties. Duties can increase or decrease at the discretion of the County Manager.

Additional Information:

The duties of the Assessment Support Specialist are not limited to those mentioned above. The employee will perform all duties assigned by the supervisor consistent with expertise and ability. Applicants must disclose conflicts of interest and abide by the Governmental Conduct Act.

Minimum Requirements:

- *Valid driver's license, familiarity with State Laws regarding procurement, and effective communication skills.*
- *High School Diploma or equivalent; additional coursework in GIS or related fields is a plus.*
- *Previous experience in a similar role or in a real estate, legal, or governmental setting preferred.*
- *Familiarity with local, state, and federal regulations pertaining to property ownership and assessment.*
- *Familiarity with property law and real estate transactions.*
- *Experience in clerical/administrative roles, preferably in a government or assessor's office setting.*
- *Familiarity with GIS software and mapping tools.*
- *Strong organizational skills and attention to detail.*
- *Excellent communication and interpersonal skills.*
- *Ability to work collaboratively with appraisers, clerks, and other team members.*

Work Environment:

Perform essential duties 75-85% indoors and the balance outdoors. Exposure to various temperatures and conditions. May involve long working hours, travel, mental stress, and tension.

Physical Requirements:

- *Sit, stand, and work intermittently throughout the workday.*
- *Lift, carry, push, and pull up to twenty-five pounds occasionally.*

- *Work with arms extended and bent, use hands and fingers, and coordinate hands and eyes in operation of vehicles and office equipment.*

Mental Functions:

- *Use independent judgment in various situations.*
- *Set priorities and organize tasks.*
- *Draft reports, summaries, and correspondence in proper format with correct punctuation, spelling, and grammar.*
- *Research and analyze data, apply policies and procedures, and present conclusions effectively.*
- *Work effectively with the public, demonstrating communication skills and diplomacy.*

Equipment, tools, and materials:

Use of maps, copier, vehicle, fax machine, telephone, computer, office supplies, presentation software, data software, GIS software, and other relevant tools. Any performance outside the scope requires prior authorization.

*We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease.

Approved and hired this _____ day of _____, _____ by

Employee

Department Head

Human Resources