

Champaign County Job Description

Job Title: Clerk

Department: Supervisor of Assessments

Reports To: Supervisor of Assessments or Assistant Deputy

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: November, 2016

SUMMARY Performs responsible, sometimes confidential duties and routine administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Types and proofreads reports, correspondence, forms, etc.; may type confidential materials; may use word processing equipment; and scans documents.

Answers the telephone, takes and relays messages and responds to phone inquiries.

Assists at counter answering questions and helping the public in researching information contained in a variety of public records.

Assists in the completion of exemption forms and name/address changes. Also assists in the retrieval and research of recorded documents.

Makes and confirms appointments as directed and receives and schedules visitors.

Organizes and maintains files of records and correspondence of both a routine and confidential nature.

Receives a variety of documents; computer entry; and files documents and forms.

Utilizes a computer to maintain a variety of records, enters and updates data including name and address changes, sales information, property locations and exemption information.

Interprets routine administrative policies and decisions as necessary; provides information to the public with regard to these policies.

Responsible to identify legal descriptions, complete assessment information, update ownership records, data entry of sales information and data entry of real estate declaration information into Illinois Department of Revenue "Real Estate Declaration" (RED) program.

Prepares and maintains actions, decisions, notices, complaints and other documents as directed by the Board of Review.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED): with courses in general office procedures, bookkeeping and computer entry and one year of responsible office/clerical experience or equivalent combination of education and experience. Skill in operating a typewriter, personal computer, on-line computer terminal, various printers, fax machine, scanner and other office equipment as necessary.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos and to use good English. Ability to write correspondence. Ability to effectively present information to co-workers, township assessors and the general public. Requires skill in the application of office methods and procedures.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; talk; or hear. The employee is occasionally required to stand; walk; use hands to finger; handle; or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office working conditions. The noise level in the work environment is quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.