

## MONTOUR COUNTY

### Job Description

**Job Title:** CLERK  
**Department:** ASSESSMENT OFFICE & TAX CLAIM BUREAU  
**Reports to:** Chief Assessor/Tax Claim Director  
**FLSA:** Non-Exempt  
**Preparation Date:** February 2003

**SUMMARY:** Performs general office duties, answering routine inquiries from the public in person, email or on the telephone regarding assessment records or tax claim records.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Retrieve and file documents, make copies and send faxes, proofread documents, prepare letters, memos, reports, forms, etc.
2. Enter data into computer for real estate and per capita updates and changes in order to compile tax duplicates each year.
3. Prepare and mail any real estate or per capita changes to the tax collectors, and municipalities.
4. Take payments of delinquent taxes and set-up payment plans.
5. Process invoices from copy and map revenue turned over to General Fund.
6. Makes assessment maps for customers, the Register/Recorder and Assessment office.
7. Enter deed transfers and splits to maintain assessment records.
8. Assist in inspecting property sites and measuring any new or additional construction for assessment purposes.
9. Assist with any assessment duties, such as Homestead or Clean and Green applications.
10. And other duties as assigned by supervisor.

#### **SUPERVISORY RESPONSIBILITIES:**

#### **EDUCATION AND/OR EXPERIENCE:**

High School Diploma or GED required  
PA Driver's License

#### **LANGUAGE SKILLS:**

Ability to interact with the public. Ability to read and interpret maps.  
Ability to respond to angry or upset citizens with tact and patience.

**MATHEMATICAL SKILLS:**

Good math skills with understanding of taxes, such as mills and percentages.  
Good computer skills (Microsoft Word and Excel spreadsheets).

**REASONING ABILITY:**

Basic understanding in interpreting laws of assessment.

**PHYSICAL DEMANDS:**

Occasional walking, bending, stooping in various terrains.

**WORK ENVIRONMENT:**

Work is performed primarily in office environment.

Updated May 9, 2013