



# Job Opportunity

ASSESSMENT CLERK  
City of Greenfield

Full-time position in the Assessor's office responsible for updating assessment records, maintaining the personal property roll, and updating various computer data bases. High school diploma and 25 wpm typing skills required; 2 years of recent clerical experience in an appraisal or real estate setting desirable. Must have, or be able to obtain, a Wis. Dept. of Revenue Assessment Technician Certificate within 6 months of hire. Liberal fringe benefits. \$20.12/hour. Applications available in the H.R. Department, 7325 W. Forest Home Avenue, Room 101, Greenfield, WI 53220 (414-329-5208), or online. Deadline: 4 PM FRIDAY, SEPTEMBER 29, 2017. Resume not accepted in lieu of application. EOE. [www.greenfieldwi.us](http://www.greenfieldwi.us) Applications may be returned by email to JoanneW@greenfieldwi.us

CITY OF GREENFIELD  
JOB DESCRIPTION  
ASSESSMENT CLERK

REPORTS TO: City Assessor

PURPOSE OF POSITION: The Assessment Clerk performs specialized and complex clerical work requiring the application of knowledge gained through experience in property assessment record keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.

Processes all recorded conveyances, mortgages, leases, judgments, affidavits, easements, disclaimers and transfer fee forms.

Processes and records permit information and prepare listings by date and key number.

Performs data entry relative to various databases on computer.

Assists with the collection, verification and valuation of assessable personal property.

Maintains plat book updates for accuracy.

Assists with land splits.

Prepares files for Open Book and Board of Review hearings.

Assists in the collection of data to develop unit value factors for revaluing neighborhoods.

Provides information on plat descriptions, ownership, addresses and code numbers as requested by City departments, surveyors, realtors and the public.

Maintains records and types letters, forms, reports, articles and other material from copy or rough copy.

Composes correspondence in accordance with standard policy.

Performs other duties as assigned within the Finance Department such as entering and balancing cash receipts for sewer/storm water and tax payments, processing invoices for payments and assisting with other spreadsheet/data entry tasks.

## QUALIFICATION REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

### Education/Training Requirements

A high school diploma required. Two years of recent clerical work experience in an appraisal or real estate setting desirable. Obtain Wisconsin Department of Revenue Assessment Technician certification within 6 months of hire.

### Language Skills

Ability to read, analyze, and interpret general instructions and technical procedures and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from vendors, managers, and the general public.

### Mathematical Skills

Ability to do basic mathematics which includes the ability to add, subtract, divide and multiply. Ability to calculate and use percentages and ratios.

### Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### Other Qualifications

Ability to type 25 wpm and transcribe from dictating equipment. Ability to use computers and available software. Ability to deal diplomatically with the public and other city departments.

## 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## WORK ENVIRONMENT:

The work environment 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. An inside office environment with little to moderate noise.

EQUIPMENT USED:

Copy machine, calculator, personal computer, printer, telephone, fax machine, typewriter and postage machine.

MEDICAL:

Applicants will be required to submit to a pre-employment physical exam and drug screening.

SALARY AND BENEFITS:

Wages and benefits are determined by the existing non-represented resolution.

BACKGROUND:

All applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

CC Approved: 12/20/05

Revised 7/2016