ASSESSOR EXEMPTION CLERK I
ASSESSOR

Hiring Wage: $14.35/hr
Status: Full-time with benefits
Closing Date: Until Filled
Application Materials: Apply online at adacounty.id.gov/jobs

General Summary
Answers incoming calls and greets the public; performs data entry functions; receives Homeowner's Exemption applications; calculates, audits, approves/denies, and processes Property Tax Reduction and Circuit Breaker applications; receives Homeowner applications and computes estimated tax forms; performs data entry functions; performs related duties as required. The position is located in the Ada County Assessor's Office.

Essential Functions
• Meets and greets persons visiting the Assessor's Office, answers their questions and helps them complete applications for various exemptions;
• Processes applications for Homeowner Exemptions, Property Tax Reduction Exemptions, and Circuit Breaker Exemptions;
• Determines the qualification of applicants for the exemption;
• Travels to the area Senior Citizens Centers to assist with Property Tax Reduction program;
• Determines the qualification of applicants for the exemption;
• Audits applications including calculating and/or verifying income, medical expenses, etc. of applicants;
• Prepares final computer printout for the Idaho State Tax Commission, County Treasurer and County Auditor;
• Computes an estimated tax form for the applicant to send to his/her mortgage company and issues a receipt of filing to the applicant;
• Explains requirements and process for exemptions and assessment procedures and refers the public to applicable state and county laws and ordinances;
• Researches the property master file, property characteristics file and the parcel tracking system to solve problems and answer ownership questions;
• Sorts, files, codes, updates and verifies information in order to maintain records.

Additional Functions
• Performs related duties as required.

Job Requirements
• High school diploma or equivalent;
• Knowledge of microfiche, plat mats, and the general appraisal process;
• Knowledge of business math;
• Knowledge of office routines and procedures sufficient, for example, to receive and refer phone calls and visitors to staff members and to answer questions and provide information;
• Knowledge of general office equipment and procedures;
• Skill in communicating with culturally diverse populations;
• Skill in operating a computer terminal;
• Skill in operating a calculator;
• Skill in organizing work;
• Ability to learn the function and mission of various programs of the Assessor's Office;
• Ability to learn, understand and apply detailed laws or regulations which must be interpreted to carry out assignments;
• Ability to explain technical material and processing procedures;
• Ability to make decisions in accordance with laws, ordinances, regulations and established policies;
• Ability to exercise tact and courtesy;
• Ability to maintain confidentiality;
• Ability to meet and deal effectively (often on the telephone) with the general public;
• Ability to work well with others.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

• Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
• May be required to lift up to 20 lbs;
• Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

**DISCLAIMER**

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

**NOTE**

*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)