

**SIOUX COUNTY  
ASSESSOR'S OFFICE  
EMPLOYMENT CLASSIFICATION**

**Title:** Real Estate Clerk

**FLSA:** Non-Exempt

**General Description:**

General clerical duties including computer data entry and dealing with the public in person and by telephone.

**Reports to:**

- 1) Assessor
- 2) Deputy Assessor

**Supervises:** None

**Typical Duties and Responsibilities:**

- 1) Answer telephone in order to provide basic information to property owners and the general public or relay messages or refer questions to appropriate staff.
- 2) Assist in the signing of the various exemptions such as homestead, military and family farm credits.
- 3) Assist taxpayers, realtors and appraisers in locating assessment information and the data contained therein. This will include a working knowledge of the Assessor's website in order to assist the public with questions.
- 4) Assist in the preparation and processing of annual notices, forms and supplemental returns.
- 5) Complete property transfers received from the Recorder's Office
- 6) General office duties
- 7) Perform any other duties pertaining to the job requested by the Assessors, Deputy Assessor or Office Manager.

**Note:** The above duties are listed as those being typical of this job and should not be construed as limiting the employer's prerogative to assign other duties not listed.

**Knowledge, Abilities and Skills expected prior to hiring:**

- 1) Knowledge of basic computer functions such as data input and inquiry programs.
- 2) Knowledge of Windows Office based programs such as Word, Excel and Access.
- 3) Ability to communicate effectively, orally and in writing.
- 4) Ability to perform general office duties.
- 5) Ability to perform data input and other functions on the computer.
- 6) Ability to communicate tactfully, courteously, and effectively with taxpayers and the general public.

**Knowledge, Abilities and Skills expected to learn after hiring:**

- 1) Knowledge of and ability to convey legal and technical aspects of property descriptions.
- 2) Knowledge of and ability to convey assessment and taxation process.
- 3) Knowledge of and ability to use Vanguard CAMA System (VCS) and ArcView GIS programs.
- 4) Ability to attend work related classes or seminars.

**Education, Experience and Special Qualifications:**

High school graduate or GED equivalency. College course work in business administration or experience in real estate or other related fields is desirable.

**Working Conditions:**

Indoor office environment, contact with the public on a frequent basis, sometimes in an adversarial situation. Some stress due to meeting deadlines and timetables. Will require some reaching, bending, lifting, prolonged sitting and standing.